



CAREC

CARILEC Resilient Energy Community

Exhibitor Guidelines

CAREC Conference & Exhibition

Conference Theme

**Transcending Barriers - Boosting the Region's Development
through Reliable, Affordable and Clean Electricity
Supply & Resilient Power Grids**

SEPTEMBER 24TH - 28TH, 2023

Venue

Kimpton EPIC Miami

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Welcome Letter To Exhibitors

Dear Exhibitors,

The Caribbean Electric Utility Services Corporation (CARILEC) is an association of electric energy solution providers and other stakeholders operating in the energy industry in the Caribbean. The Association is made up of thirty-three (33) electric utilities from Bermuda in the north to Suriname in the south, and over one hundred (100) associate, Independent Power Producers (IPPs), Individual & affiliate member companies, consultants and academic institution involved in some aspect of servicing the electric utility business.

The event will be held at the Epic - A Kimpton Hotel, Miami Florida from September 24th to 27th, 2023 (September 28th - Post Training). The event is attended by regional utility CEO's, energy sector professionals, engineers, financiers, development partners, SVPs, VPs, consultants, renewable energy experts from the Caribbean, North America, and Europe. It also attracts interest from manufacturers, suppliers of equipment and materials and other industry energy solutions providers. This forum includes a host of capacity building and networking opportunities, providing a rich ground for the exchange of knowledge and best practice. The event is also the ideal place for the exposure of new developments, technologies, methodologies, and products both through presentations and an exhibition show.

The four-day event features an exhibition show, technical presentations, social events, classroom-type sessions, fireside chats/panel discussions and the CARILEC's highly-anticipated members-only speed-networking session.

We look forward to making this your best Conference & Exhibition where Caribbean Energy Leaders and Experts meet to discuss the pressing issues being faced by the region in the Energy Sector, and search for the best energy solution providers to meet their technical needs.

See you soon!

CARILEC Events Team



1. EXHIBITION BOOTH SETUP

Booth Dimensions:

Curved booths are 6 X 6 (ft)

Booths are equipped with the following:

- Soft wall (pipe and drape)
- One (1) table
- Two (2) chairs
- Signage (Company Name)

2. EXHIBITION BOOTH COST



The curved booths are priced as follows:

Booth Category	Members	Non-Members
Curve Booths	USD1000	USD1000

Note that all participants will be required to pay the conference registrant fee

3. EXHIBITORS FLOOR PLAN



CAREC Conference & Exhibition

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

4. EXHIBITOR CONFERENCE INFORMATION

The Attendee Package includes the below:

- Full access to three days of conference sessions
- Daily networking breaks and lunches
- Opening ceremony, cocktail reception and exhibition ribbon cutting – September 24th
- Social events/cocktails
- Access to face-to-face speed networking sessions (members only)
- Lead Gen through Event App – Collect, Save & Export Leads
- Exhibitor Promotions (giveaways / coupons)
- Extensive networking opportunities with Regional utility companies, development partners, and global energy solution providers

5. EXHIBITOR SHIPPING INFORMATION

Shipping, customs, and internal handling

Any materials being sent to the Hotel must be marked with the complete address, number of boxes and addressed to the hotel as per below directions. Items should not be scheduled to arrive more than two (2) weeks prior to the conference start date.

Hold for Arrival

Guest's Name:

Conference Name:

Conference Dates:

Attention: Stefani Mazer - Senior Conference Service Manager

Handling charges are as follows:

Box - \$7.00 per Box | Pallets are \$250

6. EXHIBITOR SCHEDULE – IMPORTANT DATES AND TIMES

Booth Set-up / Break-down

Location:

Exhibitors will be allowed access to the hall for setting up and dismantling their exhibits on the following tentative dates and times. Please have a representative present at the booth during these exhibition times. Exhibitors will be required to exit the Expo as soon as the event closes each day.

Sunday, Sept 24th, 2023	Registration/ Setup/ Equipment Delivery	10:30am – 4:30pm
Monday, Sept 25th, 2023	Opening Of Exhibition	7:00pm – 7:30pm
Tuesday, Sept 26th, 2023	Exhibition hours	Between 9am – 7:00pm
Wednesday, Sept 27th, 2023	Exhibition hours	Between 9am – 1:00pm

- * Peak hours are during breaks, lunches and assigned booth visitation hours in the agenda.
- * Exhibitors are encouraged to have a giveaway campaign, which can be hosted on the event app as well.
- * Exhibitor customer service desk open Sun-Wed 9:00 am - 2:00 pm daily.

7. ADDITIONAL SETUP ITEMS

For lighting and AV
equipment:

Contact: Rick George

Precision

rick@precisionproducts.com

The **right** fit for your **brand**.



Relax, we've got this.

With over 20 years of experience, we design, build and activate exhibits of all sizes and budgets with a relentless focus on customer satisfaction. We are the professional choice for high-impact experiences.

 info@precisionproducts.com  868-680-2535  954-415-6016

8. LOGOS AND COMPANY BIOS

Please be advised that by accepting the exhibition requirements, the Conference committee will require your company logo in 300 dpi format. Your company name will be placed on your booth to ensure that it is easily identified by visitors. We also require a 50-word company description, videos, and virtual brochures for inclusion in your virtual exhibitor online profile in the Event App.

Deadline date for submission of logos and description is on or before September 1st, 2023.

9. EXHIBITOR RULES AND REGULATIONS

Assignment of Space:

- Booths will be reserved and assigned on a first pay- first serve basis, with added priority for Members and Sponsors based on approved online floorplan.
- CARILEC reserves the right to change event hours or dates, to rearrange the floor plan, and/or to relocate any Exhibitor as it deems necessary.

Payments, Cancellations & Refunds

- Exhibition space will not be assigned, without the required Exhibit Booth Cost and/or Sponsorship payments. Credit card payments can be made online using MasterCard or Visa. Checks must be made payable to CARILEC and can be remitted to the address provided on your invoice.
- 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 August 29th, 2023.
- Please allow five (3-5) working days for processing of invoices and receipts.

Subletting of Exhibit Space Prohibited

Exhibitors are prohibited from assigning or subletting a booth or any part of the space allotted to them, nor shall they exhibit or permit to be exhibited in their space, any products or advertising materials which are not a part of their own regular products, or which are not compatible with the purpose and/or character of CARILEC as determined by CARILEC in its sole discretion.

Promotional Activities

Exhibitors shall not engage in any promotional activities which CARILEC determines to be outside the purpose and/or character of the event.

Use of Exhibit Space – General

- Exhibitors are prohibited from possessing, displaying, or depicting any products or components or company names in their booth that could be interpreted as being a promotion or comparison (features, benefits, and price) of another company.
- The Exhibitor acknowledges and agrees that CARILEC, its employees and contractors may take photographs/video recordings of the show which could include images of the Exhibitor, its name and logo, its representatives and exhibits while attending the Exhibition. The Exhibitor hereby consents and grants to CARILEC and its affiliates; the unrestricted, perpetual, worldwide, royalty free and transferable right and license to use (and grant others the right to use) the images worldwide.
- All booth advertising banners should be no more than **5.5 X 5.5**.
- Vendors are not allowed to build-in partitions blocking off the tables on either side of your booth (exhibitors who chose to ignore this rule, will be forced to remove the blockage).
- Vendors should keep all their booth furniture and equipment within the confines of their booth space.

10. EVENT ATTENDEE LIST

An attendee list can be accessed via the official event app. Additionally, CARILEC members will receive a full attendee list before the event, and non-members will receive an attendee list only with event participants and not contact details. Attendees can also connect with others in the event app, exchange contact cards etc. **Please note that no other individual or organization is authorized to market or sell CARILEC's attendee list. Such a list shall only be used for mailings of promotional material relating to Exhibitors' booths at the event and shall not be reproduced, transferred, or used in any other manner.**

11. TRAVEL AND ACCOMMODATION INFORMATION

The CAREC Conference and Exhibition will be held at the Epic - A Kimpton Hotel, Miami Florida

Please review the travel, hotel and CARILEC protocols

Epic Hotel offers a special CARILEC Show room rate for all delegates:

Room rates are as follows

- Run of the House Single/Double Occupancy - USD\$179 plus taxes
- Junior Suites Single/Double Occupancy - USD\$179 plus taxes
- The room rates quoted above are exclusive of any applicable taxes (which are currently 13%), applicable service fees, and/or Hotel specific fees in effect at the time of the event. Note that the rates are not inclusive of breakfast.
- * Complimentary Wi-Fi available.

How to make reservations

CLICK TO BOOK ALL HOTEL RESERVATIONS HERE

- * The room rate and availability are only guaranteed until September 2nd, 2023. Thereafter room rates return to market prices and can be booked on availability. If an extension is granted you will be notified, but we encourage you to please book early.
- * All guests must make reservations directly with the Hotel and not through CARILEC, except for prearranged conditions.

Getting to the hotel

- Transportation • Miami Int'l Airport–20 min (9.1 mi) via FL-112 E
- Once you arrive in Miami, taxis are readily available from the airport terminal.

12 . 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: PNBUS3NNYC

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: PNBUS3NNYC

ABA NO. : 026005092

CLICK TO SECURE YOUR EXHIBIT SPACE



CARILEC

An Association Of Electric Energy Solution Providers

WE CAN'T WAIT TO SEE YOU!

Contact and Submission Information Events Leads



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For more information visit [here](#) or **contact us at** events@carilec.org

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