



CARILEC

An Association Of Electric Energy Solution Providers

Exhibitor Guidelines

Engineering & Procurement Conference & Exhibition

Conference Theme

Powering Transition in the Caribbean Energy Sector through
Smart Designs, Efficient Procurement & Effective Execution

JULY 23RD - 27TH, 2023

Venue

Hyatt Regency Trinidad

Co-Hosted By



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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 Hyatt Regency Trinidad from July 23rd to 26th, 2023 (July 27th – 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, which is 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:

Premium & Standard Booths are 10 X 10 (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 booths will be placed in two general areas and are priced as follows:

Booth Category	Members	Non-Members
Premium	USD1225	USD1625
Normal/Standard	USD1050	USD1350
Curved Booth Foyer	USD1000	USD1000

(Maximum of 2 persons per booth or curved booth)

Booth Attendant Registration

Category	Associate Members	Non-Members
Attendant 1	USD875	USD1075
Attendant 2	USD775	USD975



Example of a Pipe and Drape Booth Set up



Example of a Curved Booth Set up

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.

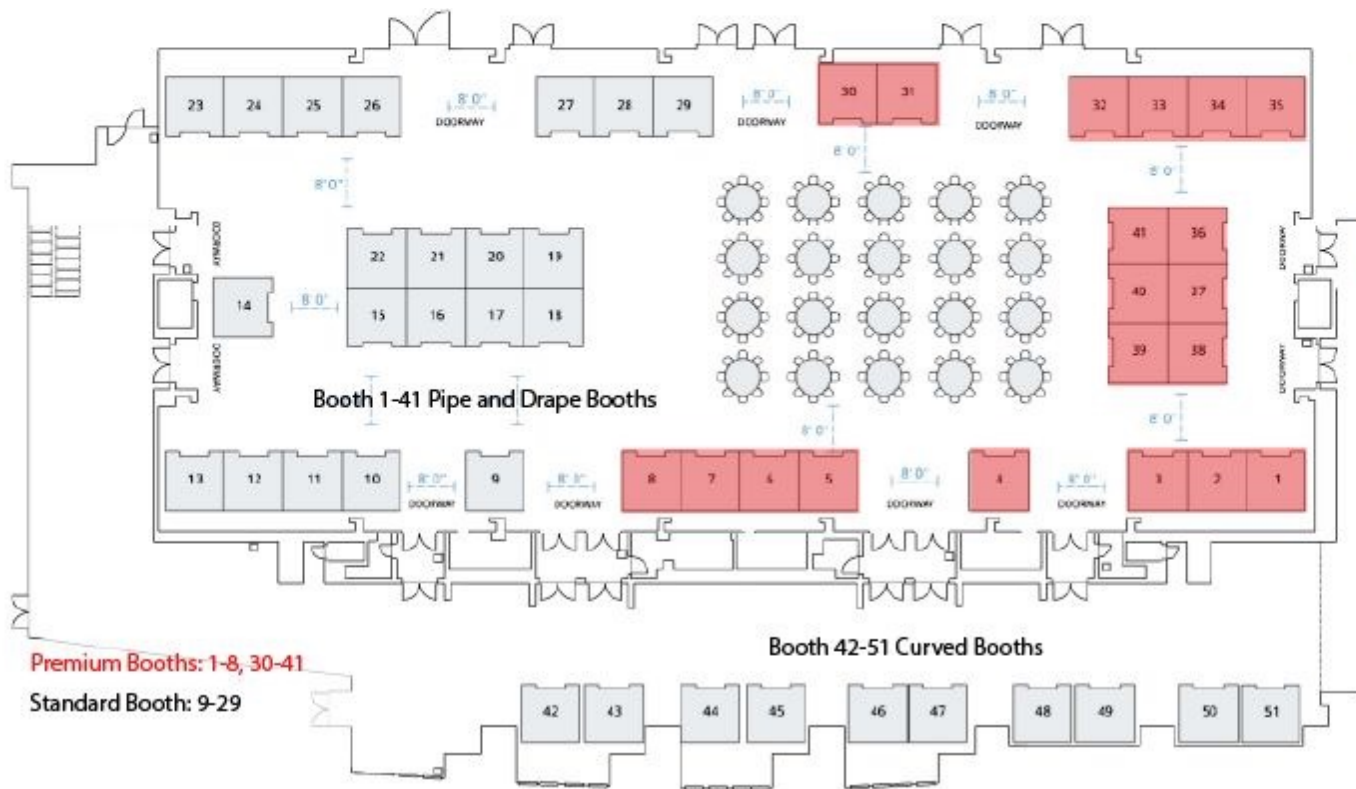
Handling

We will receive, store and transport the material to the Hyatt Regency Hotel by July 22nd, 2023. Please indicate via email to events@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 26th, 2023 (PM).

3. EXHIBITORS FLOOR PLAN



*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 – 23rd July
- 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

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 2023 - booth no#?? (mandatory)
Tele: 1 868 624 4910, Fax: 1 868 624 4463

ranelle@aeromarine.net

Commercial Invoices

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Please make sure that your company name and booth numbers are clearly marked on all boxes. Fax or email (email preferred) 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 10th, 2023.

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

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- Total Price, currency
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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, July 23rd, 2023	Registration/ Setup/ Equipment Delivery	10:30am – 4:30pm
Sunday, July 23rd, 2023	Opening Of Exhibition	7:00pm – 7:30pm
Monday, July 24th, 2023	Exhibition hours	Between 9am – 7:00pm
Tuesday, July 25th, 2023	Exhibition hours	Between 9am – 4:00 pm
Wednesday, July 26th, 2023	Exhibition hours	Between 9am – 1:00pm
Wednesday, July 26th, 2023	Breakdown	2:30pm

* 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.

SCAN CODE TO DISCOVER MORE ►



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. You will 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 June 27th, 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 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 June 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 CARILEC 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 **9.5' X 9.5**.
- 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 Engineering and Procurement Conference and Exhibition will be held at the Hyatt Regency Trinidad

Please review the travel, hotel and CARILEC protocols

The Hyatt Regency Hotel offers a special CARILEC Show room rate for all delegates:

Room rates

- Standard King/Single Occupancy– US\$149 plus taxes
- Double Occupancy – USD\$174 plus taxes
- Deluxe King/Single Occupancy – USD\$200 plus taxes
- Deluxe King/Double Occupancy – USD\$225 plus taxes
- * Plus 10% room tax and 10.5% service charge. All room rates are inclusive of buffet breakfast and Wi-Fi.

How to make reservations

All Reservations must be made via the link below.

CLICK TO BOOK: <https://www.hyatt.com/en-US/group-booking/TRIRT/G-CEPR>

- * The room rate and availability are only guaranteed until June 30th, 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 can be booked through the hotel directly by calling (868).623.2222 or email to trirt-front.office.static@hyatt.com
- Airport transfers are USD\$30.00 (6.00am - 9.59pm) or USD\$45.00 (10.00pm - 5.59am)
- These prices are subject to an additional charge of 15% Government Tax when charged to your guest room.

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: FCIBLCCLC

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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