



CARILEC

An Association Of Electric Utilities

2019 CARILEC Engineering & Procurement Conference
June 23rd – 26th 2019

Theme: "Partnering for **Sustainable Energy Solutions**, Innovation and Resilience"

Exhibition Information

Dear Exhibitor,

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-four (34) electric utilities from Bermuda in the north to Suriname in the south, and over eighty (80) associate & 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 **2019 CARILEC Engineering and Procurement Conference** 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 Curacao at the Santa Barbara Beach & Golf Resort Curacao from June 23rd – 26th 2019.

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

Happy Networking!

Alana Raymond
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) upon request
- 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:-

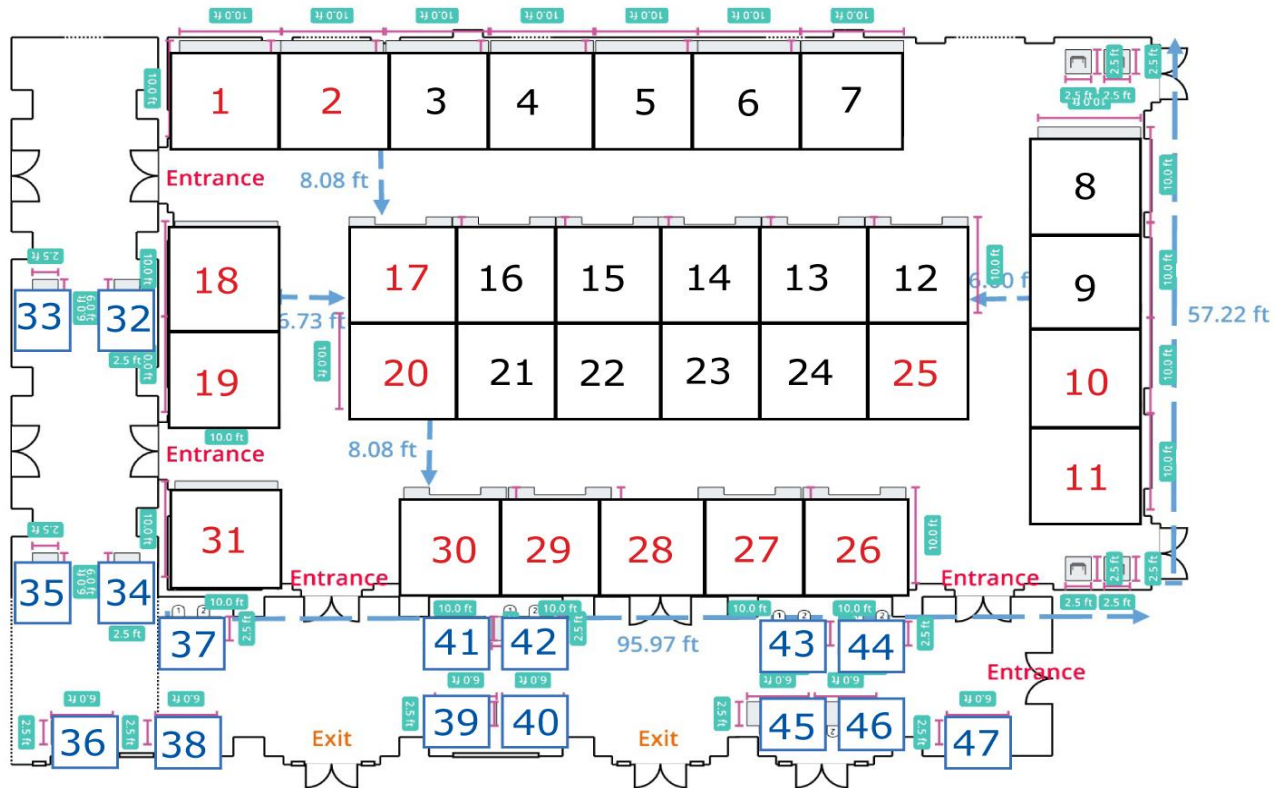
Category		Associate Members	Non Members
Registration of booth (USD)	Premium	1225	1625
Registration for booths(USD)	Normal	1050	1350
Registration for Table Display (USD)		600	600

(Maximum of 2 persons per booth)

Booth Attendant Fee

Category		Associate Members	Non Members
Booth attendant fees (USD)	Booth attendant 1	725	1075
	Booth attendant 2	650	975

Exhibitors Floor Plan



Premium Booths 1,2, 10-11, 17-20, 25-31

Regular Booths 3-9,12-16, 21-24

8x8 Exhibitor Tables 32-47

*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 – 23rd June
- Access to face to face speed networking sessions (members only)
- 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 Shipping Information

CUSTOMS AND INTERNAL HANDLING

1. **Aqualectra will be responsible for**
 - coordinating the preparation of the documents to clear all cargo
 - Receiving, storage and transportation of all the material to the Santa Barbara Beach & Golf Resort Curacao
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

Europe Forwarder Toll Global Forwarding

For Ocean freight exNL/EU:

Stephen Keijzer Ocean Freight Manager

Toll Global Forwarding

Van Maasdijkweg 15, 3088 EC Rotterdam, The Netherlands

T +31 10 2833 741

F +31 10 2833 750 M +31 6 1076 5283

stephen.keijzer@tollgroup.com;

export.seafreight.nlrtm@tollgroup.com

www.tollgroup.com/tollglobalforwarding

USA Forwarder Viking

DOMINGO LLARENA/ BRYAN VALDES

VIKING FREIGHT CONSOLIDATORS INC

11600 NW 91 ST . SUITE 15

MIAMI, FL 33178

PHO:305-885-8150

FAX: 305-885-8820

dllarena@vikingmiami.com

Bvaldes@vikingmiami.com

www.vikingmiami.com

All shipment documents to be clearly earmarked with: **Ship to: Aquallectra C/O Tercy Ignatia, CARILEC Conference Exhibition material.**

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 June 7th, 2019.

4. Internal Handling

Customs Clearance

Aqualectra 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 Curacao
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 Santa Barbara Beach & Golf Resort Curacao by June 22nd, 2019. 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 & Aqualectra will assist with the transfer and arrangement for shipments of your booth material/equipment on Wednesday **June 26th, 2019 (PM)**.

Exhibitor Schedule

Booth Set-up / Break-down

Sunday, June 23rd, 2019	Registration/ Set up	10:30am – 4:30pm
Sunday, June 23rd, 2019	Opening Of Exhibition	6:00 pm – 9:00pm
Monday, June 24th, 2019	Exhibition hours	9am – 7:00pm Peak hours are during breaks, lunches and assigned booth visitation hours
Tuesday, June 25th, 2019	Exhibition hours	9am – 4:00 pm
Wednesday, June 26th, 2019	Exhibition hours	9am – 1:00pm
Wednesday, June 26, 2019	Breakdown	2:30pm

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.

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 May 27th, 2019.**

VENUE/HOTEL INFORMATION

The Engineering Conference and Exhibition will be held at the Santa Barbara Beach & Golf Resort Curacao

Accommodations and Room Rate

The Santa Barbara Beach & Golf Resort Curacao offers a special room rate for all delegates. See below the information to make hotel bookings

ROOM RATES

Resort View Double/Single Occupancy– US\$140 plus Taxes

Partial Water View Double/Single Occupancy – US\$150.00 plus taxes

Rates are subjected to room tax and service charge of 26.26% and are not inclusive of breakfast. Complimentary Wi-Fi available

RESERVATIONS

All Reservations must be made via the link below;

<https://book.passkey.com/event/49895363/owner/1461931/home>

This room rate and availability is only guaranteed until June 3rd, 2019, 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 May 29th 2019.
- 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](#)



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THANK YOU!

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