



# CARILEC

An Association Of Electric Energy Solution Providers

## CARILEC RESILIENT ENERGY COMMUNITY (CAREC) CONFERENCE AND EXHIBITION

Transitioning Together: Informed, Inclusive, Innovative.



EXHIBITOR AND GUIDELINES

# OCTOBER 20-24, 2024

## Cayman Islands



# CAREC

CARILEC Resilient Energy Community



# CONTENTS

<b>Welcome Letter to Exhibitors</b>	<b>3</b>
<b>1. Exhibition Booth Setup</b>	<b>5</b>
<b>2. Exhibition Booth Cost</b>	<b>5</b>
<b>3. Exhibitor Floor Plan</b>	<b>6</b>
<b>4. Exhibitor Conference Information</b>	<b>7</b>
<b>5. Exhibitor Shipping Information</b>	<b>7-8</b>
Shipping, customs, and internal handling	
<b>6. Exhibitor Schedule – Important Dates and Times</b>	<b>9</b>
<b>7. Additional Setup Items</b>	<b>9</b>
<b>8. Logos and Company Bios</b>	<b>10</b>
<b>9. Exhibitor Rules and Regulations</b>	<b>10-11</b>
Assignment of Space	
Payments, Cancellations & Refunds	
Subletting of Exhibit Space Prohibited	
Promotional Activities	
Use of Exhibit Space – General	
<b>10. Event Attendee List</b>	<b>11</b>
<b>11. Travel and Accommodations Information</b>	<b>12</b>
Room rates	
How to make reservations	
Getting to the hotel	
<b>12. Exhibitor Payment Information</b>	<b>13</b>
Payment & banking details	

## 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 Grand Cayman Marriott, Cayman Islands from October 20th to 23rd, 2024 (**October 24th 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 Utility Updates & Lessons Learnt 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:

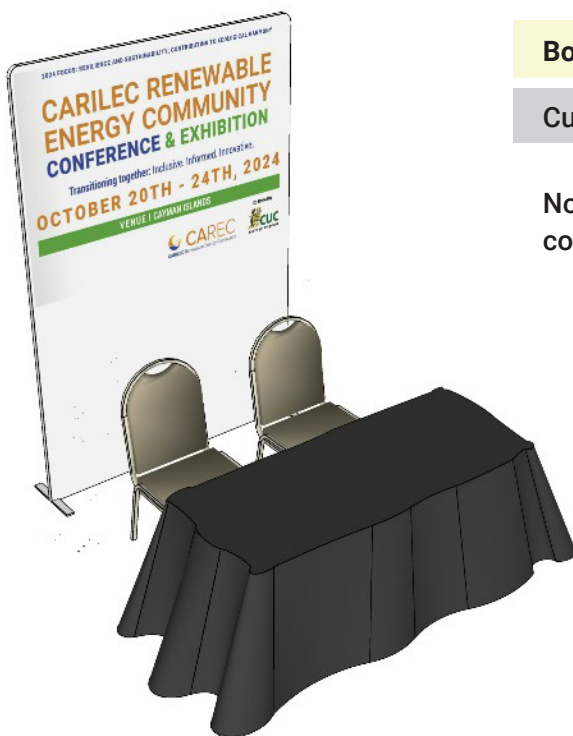
Curved booths are 6 X 6 (ft)

## Booths are equipped with the following:

- Soft wall (pipe and drape)
- One (1) table
- Two (2) chairs
- Signage (company logo on the backdrop)

# 2. EXHIBITION BOOTH COST

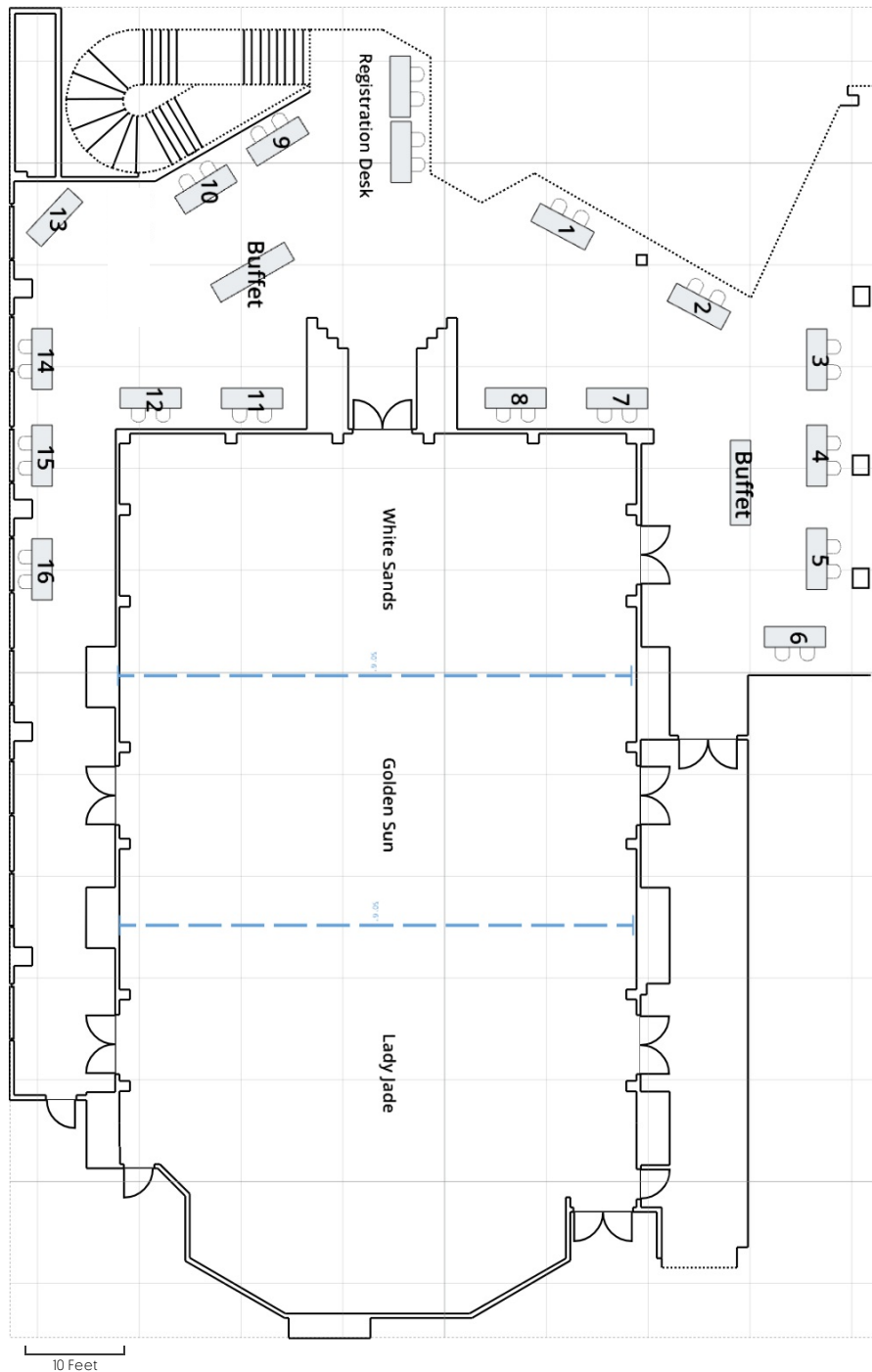
The curved booths are priced as follows:



Booth Category	Members	Non-Members
Curve Booths	USD1100	USD1100

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

### 3. EXHIBITORS FLOOR PLAN



Full Ballroom Floor for CAREC Exhibit Floor Plan - September 18, 2024 at 12:00 PM

**\*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 – October 20th
- Social events/cocktails
- 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. CARIBBEAN UTILITIES COMPANY LTD WILL BE RESPONSIBLE FOR

- Coordinating the preparation of the documents to clear all cargo
- Receiving, storage and transportation of all the material to the Grand Cayman Marriott Resort

#### 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

Attn: Mr. Carlos Rivers  
Senior Logistics Coordinator  
Caribbean Utilities Company, Ltd  
457 North Sound Road  
Grand Cayman KY1-1101  
Cayman Islands  
CAREC 2024 - booth no#?? (mandatory)  
Email: crivers@cuc.ky  
1-345-949-5200

##### Commercial Invoices

Consigned to: Attn: Mr. Carlos Rivers  
Senior Logistics Coordinator  
Caribbean Utilities Company, Ltd  
457 North Sound Road  
Grand Cayman KY1-1101  
Cayman Islands  
CAREC 2024 - booth no#?? (mandatory)  
Email: crivers@cuc.ky  
1-345-949-5200

## 5. EXHIBITOR SHIPPING INFORMATION continued

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 the week of October 11th, 2024.**

### 4. INTERNAL HANDLING

Customs Clearance Caribbean Utilities Company Ltd 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 Cayman
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 Grand Marriott Hotel.

Please indicate via email to [events@carilec.org](mailto:events@carilec.org) whether your items require additional labour to assist in transfer, or indicated on registration form.

### RETURN OF MATERIAL

The Conference team will assist with the transfer and arrangement for shipments of your booth material/equipment on Wednesday October 23rd, 2024 (PM).



## 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, Oct 20th, 2024	Registration/ Setup/ Equipment Delivery	10:30am – 4:30pm
Sunday, Oct 20th, 2024	Opening Of Exhibition	7:00pm – 8:30pm
Monday, Oct 21st, 2024	Exhibition hours Between	9:00am – 5:00pm
Tuesday, Oct 22nd, 2024	Exhibition hours Between	9:00am – 5:00pm
Wednesday, Oct 23rd, 2024	Exhibition hours Between	9:00am – 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](mailto: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](mailto: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. company logo will be on the back drop of your booth to ensure that it is easily identified by visitors.

### **Deadline date for submissions (October 11th, 2024)**

- . We also require a 50-word company description, videos, and virtual brochures for inclusion in your virtual exhibitor online profile in the Event App.

## 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 September 30th, 2024
- 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.

# EXHIBITOR RULES & REGULATIONS cont...

## 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.
- Vendors should not remove any furniture or equipment from other booth areas.

## 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 Grand Cayman Marriott Resort, Cayman Islands.

Please review the travel, hotel and CARILEC protocols

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

#### Room rates are as follows

• Deluxe/Courtyard View King/Double

#### Single Occupancy

USD\$209

#### Double Occupancy

USD \$209

• All rates are per room per night. The rate is not inclusive of 13% Government Tax and 12% Hotel Service Charge. The hotel service charge includes Bellman and Maid Gratuities.

Note that the rates are not inclusive of breakfast.

## BOOK YOUR GROUP RATE FOR CAREC CONFERENCE AND EXHIBITION

#### How to make reservations

\* The room rate and availability are only guaranteed until September 28th, 2024. 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.

## 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](mailto:events@carilec.org)

**Telephone:** 758-731-7111 or 758-452-0140 **Fax:** 758-452-0142

