

# ENGINEERING & PROCUREMENT

Conference and Exhibition

2025



## EXHIBITOR GUIDELINES

Shaping the Future: Flexible. Resilient. Innovative.

**JULY 20–24, 2025 | MIAMI, USA**



**CARILEC**  
An Association Of Electric Energy Solution Providers



# *Engineering and Procurement Conference and Exhibition 2025*

Dear Exhibitors,

Welcome to the 2025 CARILEC Engineering and Procurement Conference and Exhibition

It is with great pleasure that we welcome you to this annual Conference and Exhibition, taking place from July 20 to 24, 2025 at the Hilton Miami Downtown Hotel, Miami, USA.

This year's event promises to be an engaging, future-focused gathering of energy professionals from across the Caribbean and beyond. With participation from utility CEOs, engineers, financiers, consultants, renewable energy experts, manufacturers, and suppliers from North America, Europe, and the wider Caribbean, this forum offers a unique and invaluable platform for knowledge sharing, capacity building, and business networking.

As one of our esteemed exhibitors, your presence brings significant value to the event. You play a critical role in helping to showcase the latest innovations, technologies, products, and services driving transformation in the regional energy landscape. The Exhibition remains a central highlight of the conference,

offering you unparalleled exposure to key decision-makers and technical professionals actively seeking cutting-edge solutions.

We are committed to making this your most successful CARILEC experience to date and are here to support your objectives throughout the event.

On behalf of the CARILEC Secretariat, we thank you for your partnership and look forward to your participation in shaping the future of energy in the Caribbean.

We look forward to welcoming you. See you soon!

## **CARILEC Events Team**



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## EXHIBITION BOOTH SETUP

To ensure a smooth and successful setup experience, please review the booth specifications and inclusions outlined below.

All exhibition booths will be located within the designated show area and are designed to provide a professional, uniform display space that allows each exhibitor to effectively showcase their brand, products, and services.

All booths, standard and premium, will be 10' X 10'.

Booths are equipped with the following:

- Soft wall (pipe and drape)
- One (1) 6 ft table
- Two (2) chairs
- Company signage
- Electrical access

We encourage exhibitors to personalize their space within the provided structure and take full advantage of this opportunity to connect with conference attendees and potential clients.

If you have any additional requests or special requirements for your booth setup for the 2025 CARILEC Engineering & Procurement Conference & Exhibition, please contact the CARILEC Events Team at [events@carilec.org](mailto:events@carilec.org). We will do our best to accommodate your needs and ensure a seamless exhibition experience.

## AUDIO VISUAL SUPPORT

Exhibitors require audio visual support and additional power should contact the following:

**Nicole DePriest**  
**Event Sales Manager | Hilton Miami - Downtown**  
**E: [Nicole.DePriest@encoreglobal.com](mailto:Nicole.DePriest@encoreglobal.com)**  
**M: +1-305-988-7026**

An exhibitor kit will be provided by Vista South Convention services for any additional set up.

## EXHIBITION BOOTH COST

Exhibition booths will be placed in two general categories and are priced as follows.

Booth Category	Members	Non-Members
Premium	\$1,225	\$1,625
Normal or Standard	\$1,050	\$1,350

Each booth accommodates a maximum of two (2) persons per booth whether standard, or premium/curved booth.

Each exhibitor is required to register booth attendants separately. The cost of registration for each booth attendee is USD \$1,000.

All costs for the 2025 CARILEC Engineering & Procurement Conference & Exhibition are listed in United States Dollars (USD).



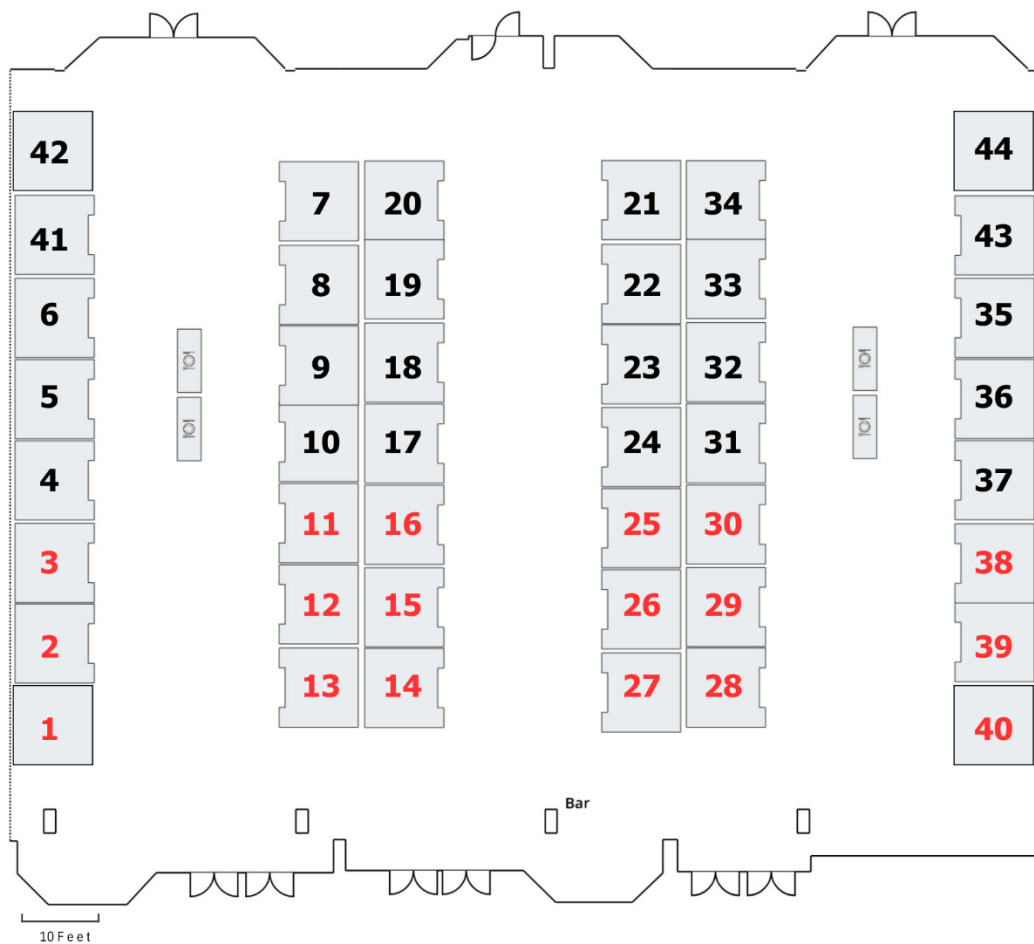
## EXHIBITION FLOOR PLAN

The 2025 CARILEC Engineering & Procurement Conference & Exhibition will feature a dynamic and strategically designed exhibition layout, aimed at maximizing visibility, attendee engagement, and networking opportunities for all participants. The floor plan highlights the placement of Premium and Standard booths ensuring optimal foot traffic and easy access to key conference activities.

Each booth has been carefully positioned to enhance the exhibitor experience, allowing for meaningful interactions with utility leaders, procurement professionals, engineers, and energy sector stakeholders.

Please refer to the floor plan below to view booth locations, traffic flow, and designated areas for networking, presentations, and refreshments.

Booth assignments will be made on a first-come, first-served basis upon confirmation of payment.



## MAXIMIZING YOUR EXHIBITOR EXPERIENCE

As an exhibitor at the 2025 CARILEC Engineering & Procurement Conference & Exhibition, you are positioned to gain significant exposure and build valuable connections. To make the most of your participation, we encourage you to take full advantage of the Attendee Package,

With extensive networking opportunities alongside regional utility companies, development partners, and global energy experts, this is your chance to showcase your expertise, forge meaningful partnerships, and expand your reach in the Caribbean energy market.

The Exhibition opens on **Sunday, July 20, 2025**, following the Opening Ceremony, Cocktail Reception.

As an attendee you have access to the three full days of conference sessions, daily networking breaks and lunches, and exclusive social events. CARILEC Members can also benefit from our signature Mix N Mingle event for high-level, targeted engagement.

Attendees will be invited to visit the Exhibition during the networking breaks.

Use the Cvent event app to actively collect, manage, and export leads in real time, an essential tool for post-event follow-ups and business development.

We encourage you to boost your visibility by offering giveaways or promotional coupons while positioning your brand as a key solution provider.

Prepare, engage, and connect, your best exhibition experience awaits!

## EXHIBITOR SHIPPING INFORMATION

Any materials being sent to Vista Convention Services must be marked with the complete address, number of boxes and addressed to Vista Convention Services as per the below directions:

**Vista South Convention Services**  
**CARILEC Engineering & Procurement**  
**Conference & Exhibition**  
*(Insert Company Name)*  
*(Insert Booth Number)*  
**15002 NW 107th Ave, Unit 1**  
**Hialeah Gardens, FL 33018**

Items should be scheduled to arrive within **two (2) weeks** prior to the conference start date, from **Sunday, July 6, 2025**. Exhibitors are asked not to send packages before that time.

Exhibitors must email invoices or customs forms with description of items, value and total number of boxes or pieces being sent to [events@carilec.org](mailto:events@carilec.org). Each exhibitor's individual box should have commercial Invoice numbers affixed and the address above. Please indicate via email whether the items shipped require additional labor to assist in transfer.

## IMPORTANT DATES AND TIMES

Exhibitors will be granted access to the exhibition hall for setup and breakdown during the times outlined below. These dates and times are tentative and subject to change. Please ensure a representative is present at your booth during all exhibition hours. All exhibitors are required to vacate the expo hall promptly at the close of each event day.

Date	Activity	Time
Sunday, July 20 2025	Registration/ Setup/ Equipment Delivery	10:30am – 4:30pm
	Opening Of Exhibition	7:00pm – 7:30pm
Monday, July 21 2025	Exhibition hours	9:00am – 5:00pm
Tuesday, July 22 2025	Exhibition hours	9:00am – 4:00 pm
Wednesday, July 23 2025	Exhibition hours	9:00am – 1:00pm
	Breakdown	2:30 p.m.

Peak hours for booth engagements are during networking breaks, lunches and assigned booth visitation hours in the agenda.

Exhibitors are encouraged to have paraphernalia, giveaways or competitions during the conference to increase engagement at their booth. These competitions can also be hosted in Cvent, the event app as well.

## EXHIBITOR RULES AND REGULATIONS

### Assignment of Booths

Booths will be reserved and assigned on a first pay - first serve basis, with added priority for members and sponsors based on the approved floor plan.

CARILEC reserves the right to change event hours or dates, to rearrange the floor plan, and/or to relocate any Exhibitor as deemed 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 27th, 2025**.

Please allow 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 nature of the Engineering & Procurement Conference & Exhibition.

### **Use of Exhibition Space**

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.

Exhibition booth advertising banners should be no more than 9.5' X 8.5.

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.

## **EXHIBITOR PAYMENT INFORMATION**

Payment for exhibition booths for the 2025 Engineering and Procurement Conference and Exhibition can be made by cheque, bank draft, telegraphic transfer, cash or credit card.

Cheques and bank drafts can be made payable to "Caribbean Electric Utility Services Corporation (CARILEC)" and must be handed to CARILEC representatives at the beginning of the event.

### **Banking Details for Wire Transfers**

CARILEC  
A/C No. 1129402  
SWIFT: PNBPU3NNYC  
CIBC FIRST CARIBBEAN INTERNATIONAL BANK LTD  
Bridge Street Castries, Saint Lucia  
Swift code: FCIBLCCL

### **Corresponding Bank Details**

WELLS Fargo  
375 Park Avenue, NY 4080  
New York 10152  
Swift Code: PNBPU3NNYC ABA  
NO.: 026005092

Interested exhibitors can also opt to pay via credit card during the booth application process on CARILEC's website.



## EVENT ATTENDEE LIST

The list of attendees for the 2025 Engineering & Procurement Conference & Exhibition can be accessed via the official event app, Cvent. CARILEC members may request a full attendee list before the event. Non-members will receive an attendee list with a list of event participants and no contact details. Exhibitors are encouraged to connect and network with others through the official event app, including the exchange of digital contact cards.

Please be advised that no individual or organization is authorized to market, sell, or distribute CARILEC's attendee list. This list is provided solely for the purpose of promoting exhibitors' participation in the event and must not be reproduced, transferred, or used for any other purpose.

## 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.

Exhibitors are also encouraged to share a 50-word company description, videos, and virtual brochures for inclusion in your virtual exhibitor online profile in the Event App. The logo and bio will also be uploaded to the exhibitor page on CARILEC's website at <https://carilec.org/event/engineering-2025/exhibitor-listing/>.

The deadline for submission of information is on or before **June 27th, 2025**.

## TRAVEL AND ACCOMMODATION INFORMATION

The Engineering and Procurement Conference and Exhibition will be held at the Hilton Miami Downtown Hotel, Miami, USA.

The Hilton Miami Downtown Hotel offers a discounted room rate to all CARILEC delegates. Room rates are as follows:

- Single Occupancy – USD\$169.00
- Double Occupancy – USD\$169.00

All rates are per room per night and not inclusive of 7% sales tax and 6% hotel occupancy tax.

Cutoff date for Hotel Reservations is **July 6, 2025**.

### Making Room Reservations

All Reservations must be made via the event page on CARILEC's website or via the link below.

<https://carilec.org/event/engineering-2025/accommodation/>.

Room rate and availability are only guaranteed until July 6, 2025, thereafter room rates return to market prices and can be booked on availability. All guests must make reservations directly through the

Hotel and not through CARILEC, except in the case of prearranged conditions.

## SPONSORSHIP OPPORTUNITIES

Exhibitors are also invited to elevate their presence and visibility at the CARILEC Engineering & Procurement Conference & Exhibition by becoming official sponsors of the event.

Sponsorship packages begin as low as \$1,500 and provide enhanced brand exposure, premium positioning, and the opportunity to be recognized as a key contributor to the region's leading energy forum. A variety of sponsorship tiers are available, each offering unique benefits such as branding across event materials, speaking opportunities, and VIP access.

For more information on how to become a sponsor and tailor a package that aligns with your marketing objectives, please contact us at [events@carilec.org](mailto:events@carilec.org) or visit [www.carilec.org](http://www.carilec.org).

## CONTACT US

### LAURENA PRIMUS

Head of Department - Member Services

Email: [slprimus@carilec.org](mailto:slprimus@carilec.org)

### CHELSEA JONGUE

Assistant Manager Member Services  
(Marketing & Communications)

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### KEITHA ISAAC

Events Coordinator

Email: [kisaac@carilec.org](mailto:kisaac@carilec.org)

### NICOLE JEAN BAPTISTE EMMANUEL

Member Care Coordinator

Email: [Njeanbaptiste@carilec.org](mailto:Njeanbaptiste@carilec.org)

For more information visit us at [www.carilec.org](http://www.carilec.org).

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



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