



CARILEC

An Association Of Electric Utilities

2019 CARILEC Renewable Energy & Smart Grid Conference

September 15th – 19th 2019

(Sessions/Exhibition end on the 18th, the 19th is a session workshop)

Miami

Theme: “Rethinking Resilience in an Era of Disruption”

Exhibition Information

Dear Exhibitor,

The Caribbean Electric Utility Services Corporation (CARILEC) is an association of electric utilities, suppliers, manufacturers and other stakeholders operating in the electricity 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 sixty - nine (69) associate members and nine (9) affiliate member companies involved in some aspect of servicing the electric utility business.

This conference is being strategically aligned with our **CARILEC Renewable Energy Community (CAREC)** platform current initiative to drive more knowledge sharing and collaboration in the region's energy sphere.

The Conference will feature interactive-style workshops, networking opportunities, peer-to-peer learning and practical demonstrations of renewable energy best practice, resiliency planning, CARILEC Renewable Energy Community, and disaster management. It will also serve as a space for women professionals to connect with each other under the CARILEC & Women in Energy (WIRE) Strategic Partnership.

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 and lunches.

This year's event will be held in Miami at the Intercontinental Miami Hotel from September 15th – 19th 2019 (Sessions/Exhibition end on the 18th, the 19th is a session workshop)

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

- One 6' x 30" Table
- Two (2) chairs
- One (1) electrical outlet (220 Or 110 volts) * **By Request Only**
- 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:-

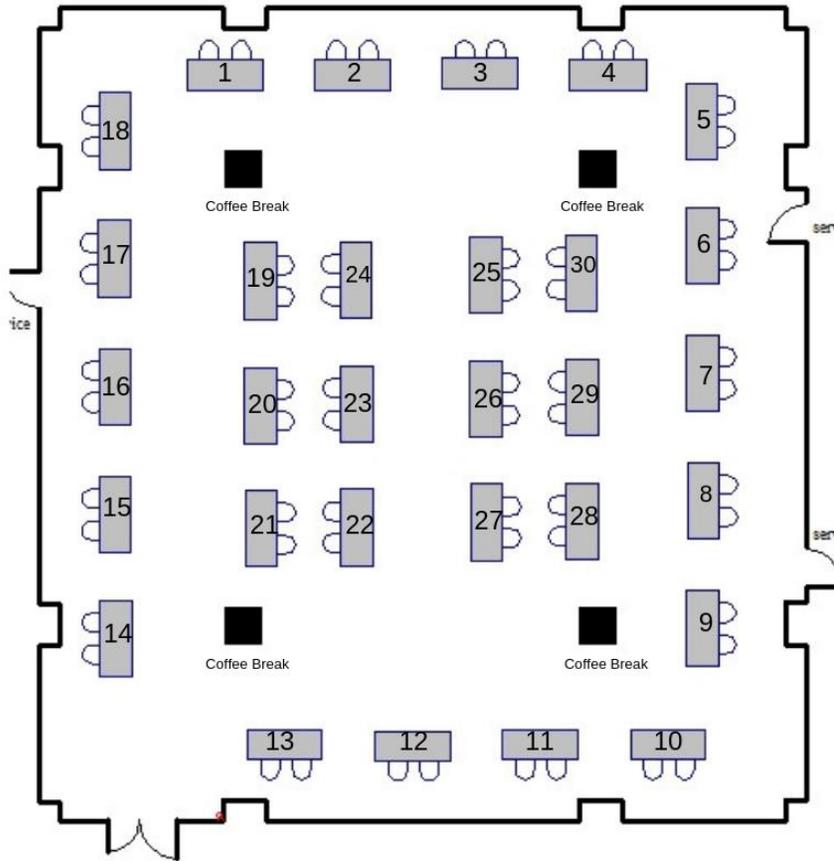
Category		Members	Non Members
Registration of booth (USD)	Display Table	500	700
Registration for Booth Attendant 1(USD)	Booth attendant 1	600	800

(Maximum of 2 persons per booth)

Exhibitors Floor Plan



Exhibition Hall Sevilla



InterContinental Hotel, Miami

*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
- Farewell Business Mixer
- Opening ceremony, Reception and Exhibition ribbon cutting – 15th September
- Lead Gen through Event App – Collect, Save & Export Leads
- Exhibitor Promotions (giveaways / coupons)
- 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 Rules

- All booth advertising banners should be no more than 8' X 8'
- Vendors are not allowed to build-in partitions blocking off the tables on either side of your space
- Vendors should keep all their booth furniture and equipment within the confines of the space available to them which is (8x8')

Additional Setup Items

- For Décor/Floral/ Chairs/Linen/Plant rental see options below, rentals should be arranged directly with vendors:

Bayfront Floral

Contact name: Rick Andrews Email: ra@bayfrontfloral.com

Direct phone number: 954-850-3642

- For lighting and AV equipment, please contact

PSAV Contact name: Kristin Pizan

Email: kpizan@psav.com |

Direct phone number: 513-518-9360

Exhibitor Shipping Information

SHIPPING, CUSTOMS AND INTERNAL HANDLING

[Click Here to Access the Shipping Instructions](#)

Exhibitor Schedule

Booth Set-up / Break-down

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.

Date	Registration/ Set up	10:30am – 4:30pm
Sunday, September 15th ,2019	Opening Of Exhibition	6:00 pm – 9:00pm
Monday, September 16th, 2019	Exhibition hours	9am – 5:00pm Peak 10:00am
Tuesday, September 17th, 2019	Exhibition hours	9am – 4:00 pm
Wednesday, September 18th, 2019	Exhibition hours	9am – 1:00pm
Wednesday, September 19th, 2019	Breakdown	2:30pm

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 will also request a 50 word description of

your company for inclusion in the Conference brochure via our event Event App, so please look out for this email. Deadline date for submission of logos and description is on or before **August 30th, 2019** through the app.

VENUE/HOTEL INFORMATION

The Renewable Energy and Smart Grid Conference will be held at the Intercontinental Miami Hotel.

Accommodations and Room Rate

The Intercontinental Miami Hotel offers a special room rate for all delegates. See below the information to make hotel bookings

ROOM RATES

Single/Double City View (Up to two (2) Adults) – US\$159

Single/Double Bay View (Up to two (2) Adults) - US\$199

Club Room - US\$239

Rates are subjected to taxes of 13% plus hotel service fee of US\$10 per room per night

All Reservations must be made by clicking or copying and pasting the the link below:

https://www.ihg.com/intercontinental/hotels/us/en/find-hotels/hotel/rooms?qCiMy=82019&qCiD=14&qCoMy=82019&qCoD=20&qAdlt=1&qChld=0&qRms=1&qRtP=6CBARC&qIta=99801505&qGrpCd=RAC&qSIH=MIAHA&qAkamaiCC=US&qSrt=sBR&qBrs=re.ic.in.vn.cp.vx.hi.ex.rs.cv.sb.cw.ma.ul.ki.va&qAAR=6CBARC&qWch=0&qSmP=1&qRad=30&qRdU=mi&srb_u=1

Group Code: RAC

* You will need to enter the group code in other to receive the special CARILEC rate.

Please note if you would like to call in to make reservations you can do so by calling 1-800-327-3005 and providing the group code RAC. 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 June 29th 2018.
- 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