



CARILEC

An Association Of Electric Energy Solution Providers

CARILEC Renewable/Resilient Energy Community

CAREC Conference & Exhibition

Powering Progress Together.

Exhibitor Guidelines

October 19 - 23, 2025

Renaissance Santo Domingo
Jaragua Hotel & Casino

Santo Domingo,
Dominican Republic



Dear Exhibitors,

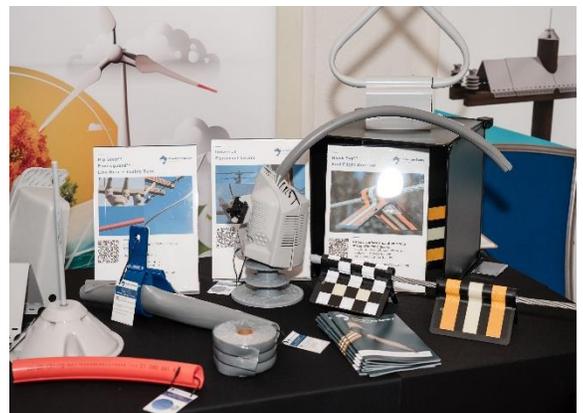
It is our pleasure to welcome you to the **2025 CARILEC Resilient Energy Community (CAREC) Conference and Exhibition** taking place from October 19–23, 2025, at the Renaissance Santo Domingo Jaragua Hotel & Casino, in Santo Domingo, Dominican Republic, under the theme “Powering Progress Together.”

As an exhibitor, you are an integral part of the CAREC experience. Your innovations, products, and solutions help drive the conversations and collaborations that will shape the Caribbean’s renewable energy future.

Throughout the conference, you’ll have the opportunity to connect with utility leaders, policymakers, investors, and other energy professionals from across the region. We encourage you to take advantage of the networking sessions, practical roundtable and social events designed to maximize visibility and engagement for our valued partners.

The CAREC 2025 Exhibitor Guide included in this package provides all the details you’ll need to prepare for setup, logistics, and on-site support. Should you require additional assistance, please don’t hesitate to reach out to our team at events@carilec.org.

We look forward to an exciting and impactful week of collaboration and discovery, and we’re thrilled to have you as part of it.



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 **7ft (H) X 5.5 ft (W)**.

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 CAREC Conference & Exhibition, please contact the CARILEC Events Team at events@carilec.org. We will do our best to accommodate your needs and ensure a seamless exhibition experience.

EXHIBITION BOOTH COST

Exhibition booths cost USD \$1,000.

Each booth accommodates a maximum of two (2) persons per booth. Each exhibitor is required to register booth attendants separately. The cost of registration for each booth attendee is USD \$1,000.

EXHIBITOR SHIPPING INFORMATION

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

Attn: Melissa Checo
2025 CAREC Conference & Exhibition
C/O Renaissance Santo Domingo
Jaragua Hotel & Casino
Ave George Washington 367
Santo Domingo, Dominican Republic
Telephone: 1 849 710 8092

Items should be scheduled to arrive during the week of **Sunday, October 12 - Saturday, October 18, 2025**. Exhibitors are asked not to send packages before that time. **N.B.** All shipments must be sent via FedEx or DHL, billed to your account, and delivered directly to the hotel. Please note that we are unable to assist with customs clearance.

All items/materials being sent to the hotel must be marked with the complete address, number of boxes and booth number.

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, October 19, 2025	Registration/ Setup/ Equipment Delivery	10:30am – 4:30pm
	Opening Of Exhibition	7:00pm – 9:30pm
Monday, October 20, 2025	Exhibition hours	9:00am – 5:00pm
Tuesday, October 21, 2025	Exhibition hours	9:00am – 4:00 pm
Wednesday, October 22, 2025	Exhibition hours	9:00am – 1:00pm
	Breakdown	2:30 p.m.

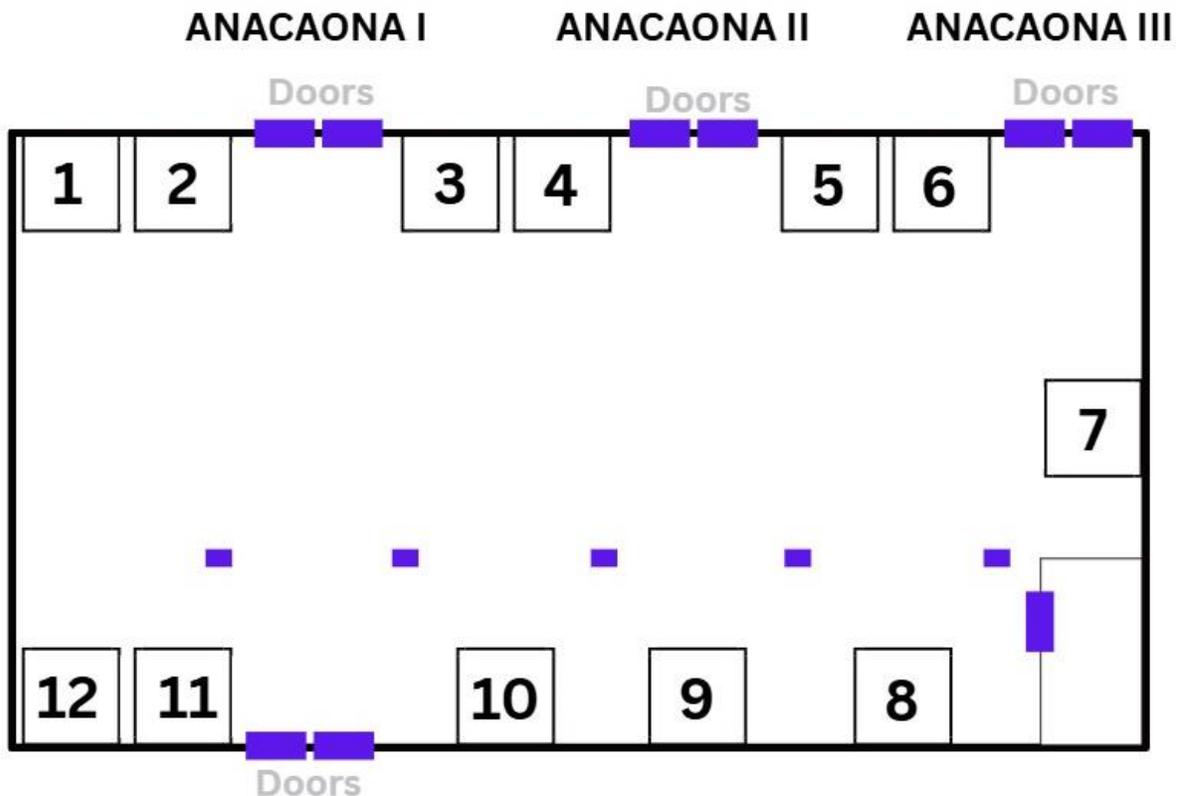
Peak hours for booth engagements are during networking breaks, lunches and assigned booth visitation hours in the agenda.

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.

EXHIBITION FLOOR PLAN

The 2025 CAREC 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 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 conference attendees. Please refer to the floor plan below to view booth locations.



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 Exhibition Booth Cost and/or Sponsorship payments. Credit card payments can be made online using a debit or credit card. Checks must be payable to CARILEC and can be remitted to the address provided on your invoice.

Please allow 3 - 5 working days for processing of invoices and receipts. Cancellations must be received in writing and will carry a US\$400 Administrative Fee if cancelled after **October 10th, 2025**.

Subletting of Exhibit Space

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 7ft (H) X 5.5 ft (W).

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 CAREC Conference and Exhibition can be made by cheque, bank draft 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: 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

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

MAXIMIZING YOUR EXHIBITOR EXPERIENCE

As an exhibitor at the 2025 CAREC 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 opportunities.

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, October 19, 2025**, following the Opening Ceremony.

As an attendee you have access to the three full days of conference sessions, daily networking breaks and lunches, and exclusive social events.

Attendees will be invited to visit the Exhibition during the networking breaks and refreshments will be placed in the Centre.

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!

EVENT ATTENDEE LIST

The list of attendees for the 2025 CAREC 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.

TRAVEL AND ACCOMMODATION INFORMATION

The CAREC Conference and Exhibition will be held at the Renaissance Santo Domingo Jaragua Hotel and Casino, Santo Domingo, Dominican Republic. The Hotel offers a discounted room rate to all CARILEC delegates. Room rates are as follows:

- Single Occupancy – USD\$147.00
- Double Occupancy – USD\$161.00

Rates are listed per room, per night, and inclusive of breakfast. The rate is not inclusive of 28% tax. Cutoff date for Hotel Reservations is **October 15th, 2025**.

Making Room Reservations

All Reservations must be made via the event page on CARILEC’s website or via the link <https://carilec.org/event/carec25/accommodation/>.

Room rate and availability are only guaranteed until October 15th, 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.

CONFERENCE OPPORTUNITIES

Utility & IPP Updates (CARILEC Members Only)

Tuesday, October 21, 2025

The Utility and IPP Update Sessions at CAREC 2025 provides a dedicated platform for regional utilities and independent power producers to share key updates on ongoing projects, forecasts, challenges, and areas where support may be needed in their organization. This session is open to CARILEC members only and presents an opportunity for solution providers to gain insights into current utility and IPP projects.

Practical Roundtables – A Collaborative Think Tank

Tuesday, October 21, 2025

The Practical Roundtable Sessions at CAREC 2025 offer a unique, think tank–style experience open to all attendees. Designed to foster knowledge sharing and collaboration, these sessions explore challenges and opportunities in the Caribbean’s renewable energy transition. Discussion topics are selected from emerging regional trends or projects, and key issues raised during the Utility and IPP updates, ensuring that conversations are timely and relevant. Participants can join the roundtable that best matches their expertise or interest, whether focused on policy, technology, or operations.

SPONSORSHIP OPPORTUNITIES

Exhibitors are also invited to elevate their presence and visibility at the CAREC 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 or visit www.carilec.org.

CONTACT US

KEITHA ISAAC

Events Coordinator

Email: kisaac@carilec.org

NICOLE JEAN BAPTISTE EMMANUEL

Member Care Coordinator

Email: Njeanbaptiste@carilec.org

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

For more information visit us at www.carilec.org.