



CARIBBEAN



STATE OF THE TOURISM INDUSTRY CONFERENCE

October 2-5, 2018

Atlantis | Paradise Island, The Bahamas

Rejuvenate. Recreate. Reconnect. New Directions for Caribbean Tourism

The following Rules and Regulations apply to all Exhibits at our annual State of the Tourism Industry Conference to be held at Atlantis Resort, Paradise Island in The Bahamas from October 2-5, 2018. The exhibition can accommodate a limited number of tabletop top and pipe-and-drape installations, and all applications will be considered on a first-come-first-served basis.

The Exhibition will be set up in the Grand Foyer of the Atlantis Paradise Hotel and will be open to other hotel guests and local delegates. We will also extend an invitation to our database of spa and wellness service providers to visit and purchase products from exhibitors.

EXHIBIT FEES:

Tabletop Exhibit - \$500.00 ♦ Pipe and Drape Exhibit - \$750.00

The following conditions apply:

- Each tabletop exhibit is limited to 2 representatives. Tabletop space will be approximately 8ft. x 8ft.
- Each pipe and drape exhibit is limited to 3 representatives. Pipe and drape exhibit space is approximately 10ft. x 10ft.
- Accommodation and Food and Beverage are not included in the exhibit fees. Special room rates have been secured for exhibitors. Reservations may be made through the special code established for the exhibit at the following link: <https://book.passkey.com/event/49720106/owner/12844514/home>
- A limited number of rooms are available and will be booked on a first-come first served basis. The room rates include taxes, and breakfast and dinner at select restaurants; however, rates do not include lunch. Lunch may be purchased separately at \$75.00 per person per day.
- Each exhibit space will be outfitted with a skirted 6ft. table and 2 chairs. Exhibitors must provide their own method of branding and displaying their product.
- Each exhibitor must declare to The Bahamas Customs officials all items being brought into the island for the Exhibition. Please indicate those items on the attached application form.
- Exhibitor set up will be facilitated on Tuesday, October 2. Exhibition set up may begin at noon, but must be completed by 5:00pm, shortly after which the Opening Ceremony will begin.
- Exhibit break-down will begin at 4:00pm and must be completed by 6:30pm on Friday, October 5, 2018.
- Exhibit hours will then be:
 - a. **Wednesday, October 3, 2018 9:00am – 5:00pm**
 - b. **Thursday, October 4, 20189:00am – 5:00pm**
 - c. **Friday, October 5, 20189:00am – 4:00pm**
- The official Ribbon cutting to open the Exhibition will take place immediately after the Opening Ceremony for all delegates on Tuesday, October 2. CTO officials will do an official walk through of the Exhibition.
- Applications must reach CTO by **Wednesday, September 7, 2018**, accompanied by payment in full. Payment may be made by credit card, certified check/money order payable to the Caribbean Tourism Organization or in **US currency**. Payments are non-refundable after September 21, 2018.

All information above is correct at the time of writing but is subject to change without notice.



EXHIBITOR APPLICATION FORM

COMPANY: _____
 Contact: _____ Position: _____
 Address: _____
 City: _____ State/Country: _____ Zip Code: _____
 Business Phone: _____ Mobile: _____ E-mail: _____

WE WISH TO SECURE:

- Tabletop space at the Showcase at \$500 each \$ _____
 - Pipe and Drape space at the Showcase at \$750 each \$ _____
 - Roundtrip airport/hotel transfer at \$60 per person \$ _____
 - Lunch for ____ persons for ____ days at \$75 each \$ _____
- Total:** \$ _____

THE FOLLOWING STAFF WILL MAN THE SPACE:

1. _____
2. _____
3. _____

TRAVEL INFORMATION

We will arrive on October _____ on _____ Airline; Flight # _____ at _____ am/pm
 We will depart on October _____ on _____ Airline; Flight # _____ at _____ am/pm

I will also need the following ticked below. I understand that there may be costs associated with securing them for which I will be responsible:

- Electricity TV Monitor Other

PAYMENT INFORMATION

Enclosed is my check/money order in the amount of \$ _____.
 Please charge my credit card:
 AMEX MC VISA Card Number: _____ Exp. Date: _____
 Card Holder's Name: _____ Security Code: _____
 Signature: _____ Card Address Zip Code: _____ Date: _____

RETURN COMPLETED FORM WITH PAYMENT IN FULL TO ONE OF THESE OFFICES:

Caribbean Tourism Organization
 Baobab Tower, 7th Floor
 Warrens | St. Michael | Barbados
 246-427-5242
paulah@caribtourism.com

Caribbean Tourism Organization-USA, Inc.
 80 Broad Street, Suite 3302
 New York | NY 10004
 212-635-9530
sbrown@caribtourism.com



ITEMS TO BE EXHIBITED

Company Name: _____

PLEASE LIST AND DESCRIBE ALL YOU WILL HAVE AT YOUR BOOTH:

NO.	ITEM	DESCRIPTION
1		
2		
3		
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