CAREC CONFERENCE & EXHIBITION
September 25-29, 2022
Hyatt Regency Miami

Navigating the Course of Power Sector Modernization and Combatting Climate Change with Green Electricity and Resilient Infrastructure
1. 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-two (32) electric utilities from Bermuda in the north to Suriname in the south, and over one hundred (100) associate, Independent Power Producers (IPPs) & affiliate member companies involved in some aspect of servicing the electric utility business.

CARILEC has merged its Engineering & Procurement and Renewable Energy & Smart Grid Conferences and Exhibitions to one joint event called the CARILEC Resilient Energy Community (CAREC) Conference & Exhibition. The event will be held at the Hyatt Regency Miami from September 25th to 29th, 2022 (September 29th – Post training). The event is attended by regional utility CEO’s, energy sector professionals, engineers, financiers, development partners, SVPs, VPs, Consultants, Renewable Energy Experts, Regulators, and Academia 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, which is 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 that is a growing segment of the conference.

The four-day event features a CARILEC Board Meeting, an exhibition show, regulatory roundtable, technical presentations, social events, classroom-type sessions, fireside chats/panel discussions, energy storage workshop and the CARILEC’s highly-anticipated members-only speed-networking 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
2. EXHIBITION BOOTH SETUP

**Booth Dimensions:**

Premium booths are 10 ft X 10 ft with a 13’ ceiling height.
Standard booths are 8 ft X 8 ft with a 11’ ceiling height.

**Booths are equipped with the following:**

- Soft wall (pipe and drape)
- One 6ft Table
- Two (2) chairs
- Logo signage (please provide logo in 300 dpi format when submitting registration form).

3. EXHIBITION BOOTH COST

The booths will be placed in two general areas and are priced as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Associate Members</th>
<th>Non-Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Booth Cost (USD)</td>
<td>Premium</td>
<td>1225</td>
</tr>
<tr>
<td></td>
<td>Standard</td>
<td>1075</td>
</tr>
<tr>
<td>Registration for Table Display (USD)</td>
<td></td>
<td>775</td>
</tr>
</tbody>
</table>

(Maximum of 2 persons per booth or table)

<table>
<thead>
<tr>
<th>Category</th>
<th>Associate Members</th>
<th>Non-Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Attendant Rates (USD)</td>
<td>Attendant 1</td>
<td>875</td>
</tr>
<tr>
<td></td>
<td>Attendant 2</td>
<td>775</td>
</tr>
</tbody>
</table>
4. EXHIBITORS FLOOR PLAN

*R Booths will be reserved and assigned on a first pay-first serve basis, with added priority for Members and Sponsors.
The Exhibitor Pass includes the below:

- Full access to three days of conference sessions
- Daily networking breaks and lunches
- Opening ceremony, cocktail reception and exhibition ribbon cutting – 25th September
- Two social cocktails and one dinner
- Access to face-to-face speed networking sessions (members only)
- Lead Gen through Event App – Collect, Save & Export Leads
- Exhibitor Promotions (giveaways / coupons)
- Extensive networking opportunities with Regional utility companies & Industry Partners

6. EXHIBITOR SHIPPING INFORMATION

Shipping, customs, and internal handling

Any materials being sent to the Hotel must be marked with the complete address, number of boxes and addressed to hotel as per below directions. Items should not be scheduled to arrive more than two (2) weeks prior to the conference start date.

Hold for Arrival:

Guest’s Name,
Organization Name and Arrival Date,
Name and date of Conference

Attention: Alejandra Ramos - Event Planning Manager

Handling charges are as follows:
Small Envelope - Free of charge | Box - $7.00 per Box | Skid - $75.00 per skid

**FedEx IS THE HYATT’S PREFERRED SHIPPING VENDOR**
Booth Set-up / Break-down

Location:
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. Exhibitors will be required to exit the Expo as soon as the event closes each day.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, Sept 25th, 2022</td>
<td>Registration/ Setup/ Equipment Delivery</td>
<td>10:30am – 4:30pm</td>
</tr>
<tr>
<td>Sunday, Sept 25th, 2022</td>
<td>Opening Of Exhibition</td>
<td>7:30pm – 8:30pm</td>
</tr>
<tr>
<td>Monday, Sept 26th, 2022</td>
<td>Exhibition hours</td>
<td>Between 9am – 7:00pm</td>
</tr>
<tr>
<td></td>
<td>Peak Times 9:35am – 10:10am, 12:20pm – 1:30pm and 3:15pm – 3:45pm</td>
<td></td>
</tr>
<tr>
<td>Tuesday, Sept 27th, 2022</td>
<td>Exhibition hours</td>
<td>Between 9am – 4:00 pm</td>
</tr>
<tr>
<td></td>
<td>Peak Times 10:45am – 11:15am and 12:45pm – 2:00pm</td>
<td></td>
</tr>
<tr>
<td>Wednesday, Sept 28th, 2022</td>
<td>Exhibition hours</td>
<td>Between 9am – 1:00pm</td>
</tr>
<tr>
<td></td>
<td>Peak Times 11:05am – 1:00pm</td>
<td></td>
</tr>
<tr>
<td>Wednesday, Sept 28th, 2022</td>
<td>Breakdown</td>
<td>2:30pm</td>
</tr>
</tbody>
</table>

* 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.

Additional Setup Items

For lighting and AV equipment, please contact:
Edlen Yandi Lodos, National Sales Manager at
email address: ylodos@edlen.com

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 logo will be placed on your booth to ensure that it is easily identified by visitors. You will require a 50-word company description, videos, and virtual brochures for inclusion in your virtual exhibitor profile, these assets will be uploaded by the Company booth attendant via a special CARILEC event app link.

Deadline date for submission of logos and description is on or before July 27th, 2022.
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 the approved 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 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 August 29th, 2022.

• 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 CARILEC event.
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 8 ft X 8 ft (11’ ceiling in Standard booths hall) or 10 ft X 10 ft (13’ ceiling in Premium booths hall)

• Vendors are not allowed to build-in partitions blocking off the tables on either side of their booth (exhibitors who choose 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.

9. 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. 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.
10. TRAVEL AND ACCOMMODATION INFORMATION

The CAREC Conference and Exhibition will be held at the Hyatt Regency Hotel, Miami.

Please review the travel, hotel and CARILEC protocols here: https://www.carilec.org/event/carec22/

The Hyatt Regency Hotel offers a special CARILEC room rate for all delegates:

Room rates

- King Double/Single Occupancy – US$169 plus taxes
- Miami's Suite King Double/Single Occupancy – US$229.00 plus taxes

* The room rates quoted above are exclusive of any applicable taxes (which are currently 13%), applicable service fees, and/or Hotel specific fees in effect at the time of the Event. Note that the rates are not inclusive of breakfast.

* Complimentary Wi-Fi available

How to make reservations

All Reservations must be made via the link below.

CLICK TO BOOK: https://www.hyatt.com/en-US/group-booking/MIARM/G-BDHE

* The room rate and availability are only guaranteed until September 2nd, 2022, 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.

Getting to the hotel

Transportation • Miami Int’l Airport – 7.6 miles/16 mins • Fort Lauderdale Airport – 27.5 miles/30 mins. Once you arrive in Miami, taxis are readily available from the airport terminal.
11. CARILEC HEALTH & SAFETY PROTOCOLS

Please familiarize yourself before the show with the health and safety protocols:
https://www.carilec.org/event/carec22/carilec-health-safety-update/

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,
Desir Avenue, Sans Souci, Castries, Saint Lucia

Banking Details for transfers:

CARILEC
A/C No. 1129402
SWIFT: PNBPUS3NYC
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: PNBPUS3NYC

ABA NO. : 026005092

CLICK TO SECURE YOUR EXHIBIT SPACE
WE CAN’T WAIT TO SEE YOU!

Contact and Submission Information
Events Leads

Alana Raymond
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Laurena Primus
Learning and Development Manager
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Keitha Isaac
Lead Events Coordinator
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Nicole Emmanuel
Learning and Development Officer
Email: Njeanbaptiste@carilec.org

For more information visit here or contact us at events@carilec.org

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