

Exhibitor Manual

Please note that by registering as an exhibitor you have agreed to comply with all rules and regulations outlined in this Manual.



For further information contact:

The Trade & Investment Convention Secretariat

C/o Trinidad and Tobago Manufacturers' Association

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Facebook: @TTMATIC Instagram: @tic_2019 Twitter: @TTMA_TIC

Welcome to the Trade and Investment Convention 2019!

Dear Exhibitor,

We are pleased that you will be exhibiting at the Trade and Investment Convention, TIC 2019, which will be held from July 4th to 7th, 2019, at the Centre of Excellence, Macoya, Trinidad.

The Exhibitor Manual provides guidance on important rules and regulations governing TIC 2019, which ensures the success, safety, comfort and aesthetics of the Convention, and is for the benefit of all participants.

In the appendices you will find your Exhibitor Registration Form, Floor Plan, Booth Furnishings Form, Electrical Installation Form, and Application for Exhibitor Badges. Please read all information in this Manual carefully and do not hesitate to contact the TIC Secretariat should you have any questions. You are asked to complete and return forms to the TIC Secretariat by the deadlines indicated so that we can make appropriate arrangements in a timely fashion.

We recommend that you visit our website, tma.com/tic, and social media pages (Facebook, Instagram and Twitter) on a regular basis. These sites are updated frequently and offer important guidance and opportunities for participants. We strongly suggest that you take advantage of our on-line matchmaking service to set appointments in advance with buyers and other Exhibitors attending the Convention. The TIC team looks forward to assisting you in fulfilling your business objectives at TIC 2019, and we wish you every success.

Ramesh Ramdeen

Project Manager,

Trade & Investment Convention

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Exhibition Opening Hours

Formal Opening and Official Tour of TIC

Wednesday 3rd July 2019 6:00 pm-9:00pm

Opening Hours

Thursday 4th July

10:00 a.m. - 6:00 p.m.

Friday 5th July

10:00 a.m. - 6:00 p.m.

Saturday 6th July

10:00 a.m. - 6:00 p.m.

Sunday 7th July

10:00 a.m. - 4:00 p.m.

Booths must be adequately and continuously staffed during TIC 2019 opening hours. The Convention Halls will be closed at 12:00 p.m. on Wednesday 3rd July to facilitate routine electrical testing; following which exhibitors will not be allowed to add any electrical or other items to their booths. To facilitate the Formal Opening and Tour, exhibitors will not be allowed to enter or exit the halls between 8:30p.m. - 9:00 p.m.

Exhibitor Meeting

This mandatory meeting must be attended by all exhibitors. The meeting is scheduled for 10 a.m. to 12 p.m. on **a date to be announced** at the Centre of Excellence. Confirmation or changes to the meeting date and venue will be sent via email. The exhibitor meeting is for Exhibitors' Primary & Secondary Contacts, as well as Exhibitor Approved Contractors (Booth Decorators/Designers, Service Providers).

Setting Up & Dismantling Your Booth

Setting Up: Foreign exhibitors are advised to co-ordinate airline flights to accommodate this schedule.

Set Up Timetable

Monday July 1st, 2019 8:00 a.m. – 12:00 a.m.

Tuesday July 2nd, 2019 8:00 a.m. – 12:00 a.m.

Wednesday July 3rd, 2019 8:00 a.m. – 12:00 p.m.

All booths MUST be completely set up by Wednesday July 3rd at 12:00 p.m. The Convention Halls will be closed at this time.

Dismantling Timetable

Sunday, July 7th, 2018 6:00 p.m. - 12:00 a.m.

Pack up and dismantling 6.00 p.m.

Booths cannot be dismantled before the stipulated time period. The Conventions Halls will be closed at 12:00 noon on Monday July 8th.

Registration & Information Desk

For your convenience, the Registration and Information Desk operates throughout the setup period, during regular convention hours, and during the booth dismantling period. Experienced personnel are on hand during these times to answer questions and assist exhibitors. The Registration Desk is located in the Bougainvillea Hall near the TTMA Booth and the Information Desk is located by the Main Exit in the Hibiscus Hall. There is also another Registration Desk which will be located by the Main Entrance in the Hibiscus Hall.

Booth Space Rental Conditions

Cost

The **sizes of booths** are as follows:

750 USD	Table Booth 8ft x 6ft
1500 USD	3m x 2m
1750 USD	4m x 2m

Pavilions

2,000 USD	3m x 3m
9,000 USD	Small 9m x 6m

Assignment: Booth locations are assigned by TIC Management. Booth space will be allocated at the sole discretion of TIC Management, based on the date the application is received. TIC will attempt to assign requested spaces. However, exhibitors should be aware that other requests may have been made for the same booth space, especially in “prime” locations. The decision of TIC with respect to allocation of booth space will be final and binding upon all exhibitors. **Booth locations are guaranteed only upon full payment.**

Terms of Payment: A 50% down-payment of the total purchase is due upon receipt of invoice. TIC Management reserves the right to refuse entry to any exhibitor whose account has not been paid. Exhibitors will not be permitted to exhibit unless their account is current and paid in full. Full payment must be made by **May 31st 2019**. Should exhibitor withdraw from convention before March 31st 2019, you will be subject to a 25% penalty of your payment. Should exhibitor withdraw from convention between April 1st – April 30th 2019 you will be subject to a 50% penalty of your payment. Should exhibitor withdraw from convention between May 1st – June 15th 2019 you will be subject to a 75% penalty of your payment. **After June 15th 2019 no fees will be refunded.**

Foreign participants must make payment in the form of a bank draft or an international money order (IMO) drawn in US currency. All bank charges & conversion fees are payable by the exhibitor.

Exhibitors MUST submit full payment of all fees and sign the Exhibitor Contract before taking possession of their booths (Appendix 1). The booth rental price includes the frame of your booth. Should you not require the frame for your booth please advise the Secretariat. Walls are made of white, plastic-coated ply. Prefabricated booths consist of either two or three walls. Aisle booths have three walls and one entrance, corner booths have two walls and two open entrances (unless otherwise specified).

Design Restrictions

Exhibitors are responsible for the design and decoration of their booths. Exhibitors must not paint or otherwise change the walls of the booth. The use of permanent adhesives to affix decorations to booths is strictly prohibited. Exhibitors must not use flammable materials, decorations or coverings without the approval of the TIC Management. The following are examples of items which are/are not allowed.

<i>Disallowed</i>	<i>Allowed</i>
Tacks/ Pins	Masking Tape
Screws/ Nails	Scotch Tape
Staples	White Double-sided Tape
Glue guns	String
Black/ Grey Double-sided Tape (leaves marks on booth walls)	Fabric/signage on S-Hooks
Permanent adhesives	
Painting (of any kind) on the booth walls	
Flammable materials or coverings	

Each Exhibitor will be required to sign a “Booth Delivery Note”. Signing this document is mandatory upon moving in to set up your booth, and acts as an agreement that you received the booth in good condition and that you agree to be billed directly from the TTMA should there be any damages incurred after your moving out process is complete. Booth delivery notes will be issued onsite and signed in the presence of a TIC representative and the Exhibitor’s representative.

Signage

Signage is restricted to your specified booth area. Signs, decorations and advertising materials cannot be displayed outside of your specified booth space, unless permission is given otherwise by TIC Management. The maximum height of your booth must be NO MORE than 15 feet. Displays, product, and/or service promotions must be restricted to your booth. Exhibitors MUST NOT disfigure, mark, or deface the floors, carpet or walls of the Convention building, and will be held liable for any damage to the floors or the walls of the building caused by them. The use of permanent adhesives to attach coverings to the floor or to the walls is NOT allowed. Painting on floors or walls is also prohibited.

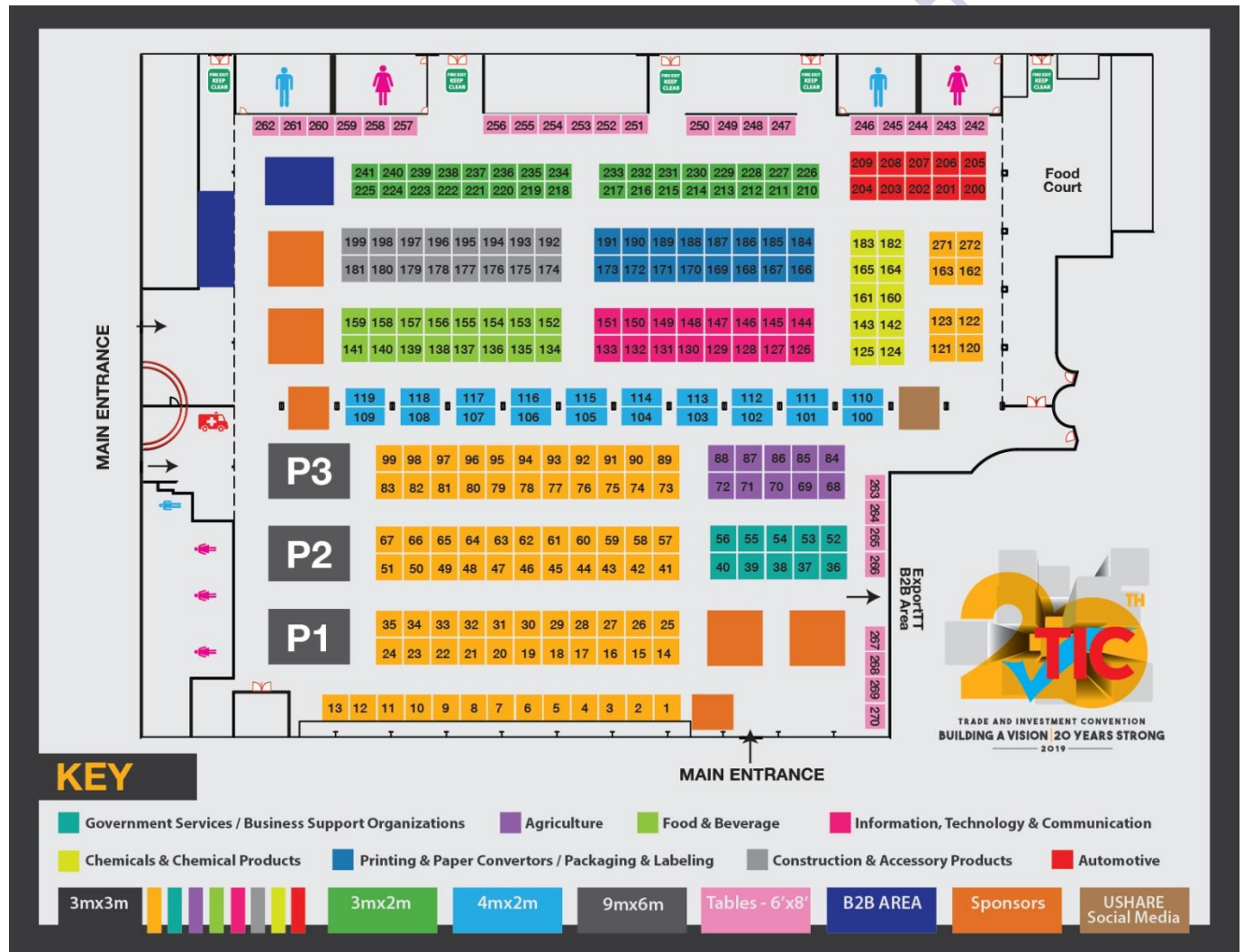
Sub-letting or leasing of exhibition space by exhibitors or the use of space by persons or agencies without prior authorization by the TIC Management is prohibited.

TIC Management is not responsible for any alterations to the location made by the Centre of Excellence between the contract date and the opening date of the Convention.

TIC will provide complimentary booth signage 4ftW x 1ftH to exhibitors who confirm that they want it by May 29th. This must be indicated by ticking the signage box under the Partitions and Signage Appendix 2 page. If this is not confirmed by the date stipulated it will NOT be provided to the exhibitor.

Floor Plan

All measurements shown on the floor plan have been drawn as accurately as possible but TIC reserves the right to make such modifications as may be needed, making equitable adjustments with the exhibitors affected thereby.



Your Booth Space

At TIC 2019, we offer three (4) booth variations and one (pavilion) type:

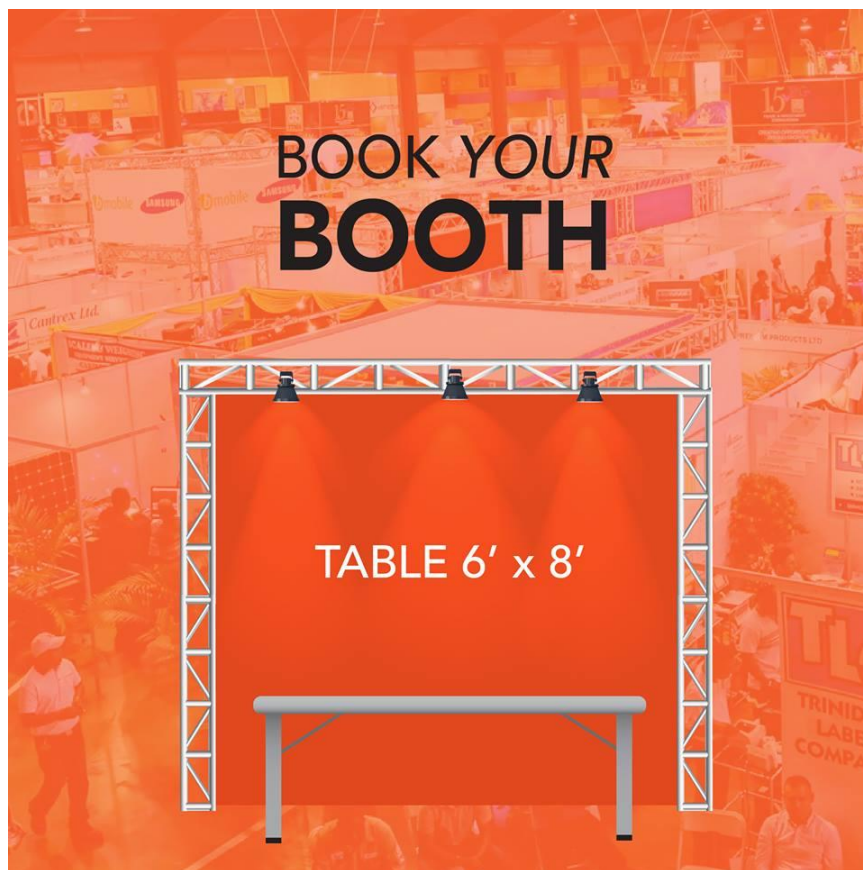
Table Booth: 8ft x 6ft

Small Booth: 3 m x 2 m

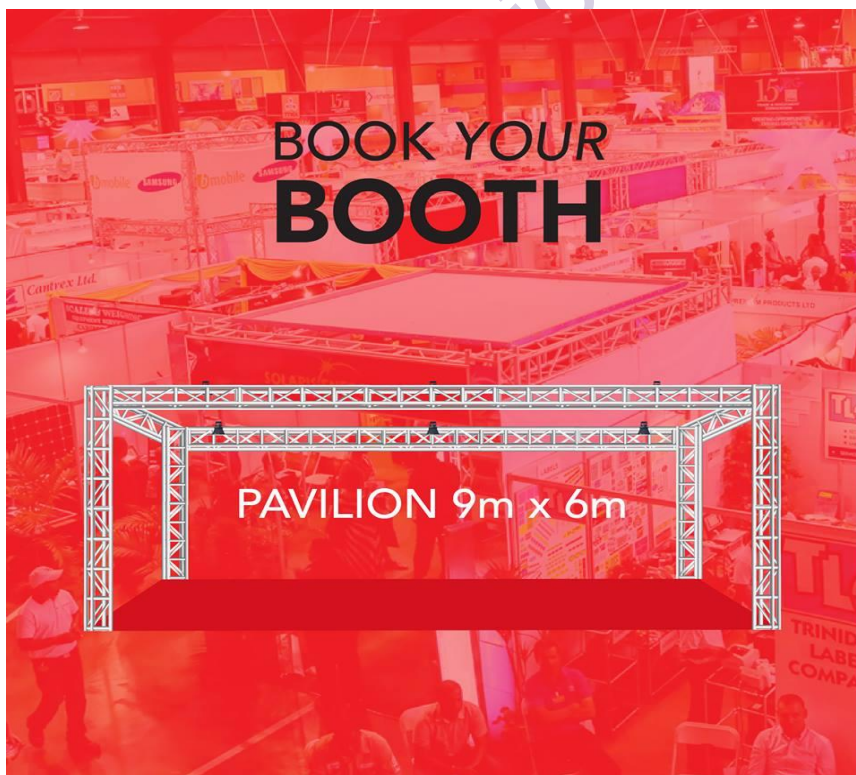
Medium Booth: 4m x 2m

Large Booth: 3 m x 3 m

Small Pavilion: 9 m x 6 m







Furnishings

Each booth will be allocated chairs and un-skirted tables depending on booth size.

See breakdown below:

Table Booth: 2 chairs, 1 un-skirted table (6ft x 2.5 ft)

3m x 2m: 2 chairs, 1 un-skirted table (6ft x 2.5ft)

4m x 2m: 3 chairs, 1 un-skirted table (6ft x 2.5ft)

3m x 3m: 3 chairs, 1 un-skirted table (6ft x 2.5ft)

Pavilions: Upon Request



Table Cloths cost \$175ttd.

Please indicate to us how much you would require (Appendix 3)

If you do not require one or more of these items, please advise the Secretariat. There is no charge for additional chairs and tables, however quantities are limited and will be provided subject to availability.

Please complete and return the Furnishings Form (Appendix 2) by May 18th.

Electrical Installations

The electrical output of Trinidad and Tobago is 110 volt 60 cycle. A Standard Electrical Supply will be provided to exhibitors (unless otherwise stated) as follows: One (1) 110 volt duplex electrical outlet and three (3) spotlights. Additional 110 volt outlets may be provided at a cost of TT\$115.00 each. **Please complete and return the Electrical Form (Appendix 2) by May 18th.**

Exhibitors must install surge protectors or uninterruptible power supply (UPS) systems on all equipment. The organizers, contractors, sub-contractors or owners of the venue will not be held liable for any damages caused to equipment by power surges or power outages.

Exhibitors MUST inform TIC Management of ALL electronic/electrical items that are to be used by completing Appendix 2.

Information must also include:

Number of additional 110v required

The number of specific amperage of any heavy equipment or appliance. This includes, television sets, video/DVD players, computers or similar electronic or electrical equipment to be used. Any lights that the exhibitor uses should also be noted.

Electricians and Booth Designers engaged by individual exhibitors MUST consult with the Official Electrician designated by TIC 2019 management before any work can be undertaken. Failure to observe this stipulation will result in the dismantling of the fixtures and fittings and possible expulsion from convention.

Additional electrical requirements other than those mentioned above will be provided upon payment in full, in advance.

Wireless Internet

No wireless routers are allowed. If found you will be asked to remove them immediately.

Withdrawal/Cancellation Policy

Should exhibitor withdraw from convention before March 31st 2019, you will be subject to a 25% penalty of your payment. Should exhibitor withdraw from convention between April 1st – April 30th 2019 you will be subject to a 50% penalty of your payment. Should exhibitor withdraw from convention between May 1st – June 15th 2019 you will be subject to a 75% penalty of your payment. **After June 15th 2019 no fees will be refunded.**

Exhibitor Appointed Contractors (EAC)

The following are guidelines for exhibitor appointed, non-official, or independent contractors (EAC) for the set up and dismantling of booths. These guidelines must be followed in order to avoid confusion and delay. Any contractor representing a TIC exhibitor must conduct his or her self in a professional manner and must follow the rules and regulations of the Convention. Failure to comply will mean the EAC will not be allowed on the exhibit floor.

All exhibitors must notify the TIC Secretariat when an EAC will be used in the exhibit hall 15 days in advance of the first day of set up. Additional notification must be sent to TIC's official contractor and TIC Management. ***Permission to work in the hall will be denied if exhibitors have failed to notify the TIC Secretariat.***

EACs have no authority to direct or influence TIC's official service contractor. Final decisions rest with TIC Management and are subject to the availability of TIC's official service contractor.

EACs must not solicit business while on the exhibit floor. EAC's who fail to comply with this regulation will be denied access to the exhibit floor.

For security reasons, all contractors must wear a wrist band provided by TIC Management during set up and dismantling time and may be required to leave a form of Identification, which they can collect upon leaving the premises.

When an EAC must use additional staff to install exhibits, the procedure is as follows:

- The exhibiting company must provide the TIC Management (usually upon registration) with the company name, contact name and direct contact numbers, and the work to be performed by the EAC

The EAC must agree to abide by all the rules and regulations of the Convention, official contractor, venue, OSHA and all TIC rules and regulations in effect.

Delivery & Collection of Exhibits

The TIC Secretariat cannot accept delivery of items on behalf of an Exhibitor. If goods and other items for your exhibit are being delivered by a contractor, prior arrangements must be made for your company representative to be on hand at the Convention site to take delivery. Unclaimed goods will be removed.

Offloading of Goods – About the Move-in

There is limited space in the offloading areas along the northern and southern entrances of COE, and parking is limited on the streets around the COE. Therefore ALL VEHICLES delivering to the show (transport companies and personally-owned vehicles) must use designated entry and exit routes.

Your customized route is determined by the hall in which your booth is located, the time required for your set up, the size of your exhibit, use of an EAC, etc. You will be informed upon completion of form and prior to set-up days.

Exhibitors will be provided with color coded wristbands for set up staff and EAC's for offloading vehicles and exhibits, props and furniture. All exhibits must be set up on the designated date at the specified time. Exhibitors who do not set up on the designated date and time will not be allowed to offload till the next designated loading period.

Removal of Goods — About the Move-out

Exhibitors are responsible for dismantling their exhibits.

Please note that your designated entrance and exit for set up MUST be used during the dismantling period.

Do not leave any goods unattended while awaiting collection after the Convention closes.

An official Exhibitor from each booth must be onsite for dismantling until all items are moved out.

Packing up of products and material may begin at 6:00 p.m. on Sunday, 7th July. Permanent or temporary staff coming to the Show to assist exhibitors with dismantling and packing will NOT be allowed in until after Show closing. Please advise your staff of this regulation.

In order to give attendees time to exit the convention halls, no equipment (including ladders, job boxes, carts, trolleys, etc) will be allowed into the convention hall until **7:00 p.m. on Sunday, 7th July.**

For safety purposes, TIC reserves the right to change the time equipment may be brought into the halls. Please note this and plan your staffing accordingly.

Security guards will be on duty; however, TIC Management accepts no responsibility or liability for loss or damage to merchandise or display materials. Exhibitors are advised to pack and remove valuable merchandise immediately after Show closing.

Prohibited Activities

Stoves, etc: The use of stoves, furnaces or similar equipment anywhere within the TIC 2019 Convention halls is strictly prohibited. The use of flammable liquids, liquid petroleum gas, or any form of open flame is not permitted within the Convention.

Preparation of Food: Cooking on-site is strictly prohibited. Exhibitors who wish to offer food samples must prepare these items off-site before bringing them to the Convention.

Noise Levels: To ensure that other exhibitors and visitors are not inconvenienced, TIC Convention staff will strictly supervise noise levels generated by equipment and machinery. If you intend to operate audio-visual equipment or working machinery in your booth, please complete Appendix 3. TIC 2019 Management reserves the right to prevent the use of such equipment if deemed necessary.

Cleaning: For security reasons, the on-site cleaning crews will not be permitted to enter Exhibitors' booths. Exhibitors are responsible for cleaning their booths at the end of each day. During the opening hours of the Convention, garbage should be placed in bags and deposited in one of the bins provided on-site. Bags of refuse can be left in the gangways of the Convention halls immediately after the Convention's regular closing hours, and will be collected and disposed of by the cleaning crew.

Canvassing: Canvassing, cold-calling, courtesy calling, and soliciting outside of your designated booth area are prohibited (unless otherwise advised). No participant can embark on any activity that undermines or is detrimental to the objectives of the Convention, the Exhibitors, or the TIC sponsors.

Bins: Exhibitors that wish to facilitate bins in their booth must do so in a decorative manner. Your booth comes standard with one (1) bin provided.

Freezers: Exhibitors are advised to consult the TIC Secretariat before planning their exhibition with the use of freezers. Certain types of freezers are not allowed and the Committee must liaise with the convention venue before making any decisions.

Stock Replenishment

You may replenish stocks in your booth between the following hours:

Thursday 4th July - 7:30 a.m. – 8:30 a.m. and 6:30 p.m. – 8:00 p.m.

Friday 5th July & Saturday 6th July - 7:30 a.m. – 9:00 a.m. and 6:30 p.m. – 8:00 p.m.

Sunday 7th July 7:30 a.m. – 9:00 a.m.

Trolleys and non-exhibition staff are not allowed in the exhibition area outside of these times.

Removal of Items from Your Booth

Large items cannot be removed from any booth at any time during opening hours until all patrons have left the Convention site or unless otherwise advised and supervised by convention officials or staff. Any exhibitor contravening this particular rule will be asked to withdraw from the Convention. *No refunds of fees paid will be made.*

Products & Services Exhibited

Exhibitors must submit detailed lists on Appendix 3 showing the products and/or services they will be displaying at TIC 2019. **This list must be submitted to the TIC Secretariat no later May 18th.**

Sampling

Sampling of food and beverages will only be permitted within an Exhibitor's booth, or in any other area specifically designated for this purpose by the TIC 2019 Management.

Persons (Food Vendors) selling food and beverages for consumption by the public MUST have the necessary health certificates. These should be obtained from the Ministry of Health. Paper towels and disposal facilities must be provided.

The TIC 2019 Management reserves the right to prohibit sampling at any time, for example, if these activities hinder the smooth circulation of traffic.

TIC 2019 Advertising & Marketing

The TIC 2019 Press Pull-out of Exhibitors will be distributed to Convention attendees. It will include a full listing of all companies registered for the Convention (based on information submitted on your Registration Form). The Pull-out also includes a floor plan, showing companies by booth number.

Company information appears in our press advertising campaign and in a special News Supplement (Pull-out) published in the press on the weekend before the Convention. Logistical constraints make it impossible for TIC to submit an edited copy to exhibitors for review.

Advertising: Exhibitors are encouraged to advertise their presence at the Convention. The TIC logo is provided in artwork-ready format on the TIC website www.ttma.com/tic or can be

provided via email request (ticsales@ttma.com). TIC 2019 information is updated regular on the following social media pages:

Facebook: @TTMATIC Instagram: @tic_2019 Twitter: @TTMA_TIC

Please contact the TIC Secretariat for promotional ideas!

Exhibitor Login on ttma.com/tic: When you register as an Exhibitor for TIC 2019 you receive a login username and password. This can be used to access privileged information and documentation through a special login on the TIC website. In this area for exhibitors only, you can retrieve a soft copy version of buyer and exhibitor databases and other information (buyer invitations will be sent soft upon request). (If you are uncertain of your username & password, please contact the TIC secretariat).

Shipping & Customs Requirements

TIC is not responsible for the shipping, customs' clearance, delivery or receipt of exhibitors' goods and exhibition items. If you require the services of a shipping agent and/or customs broker, the TIC Secretariat will furnish such information upon request.

All costs associated with shipping, customs clearance (including duties and value added tax), and transportation to and from the Convention are the sole responsibility of the Exhibitor and NOT the Convention organizers. Neither the Trinidad and Tobago Manufacturers' Association nor TIC 2019 Management can be named as consignee of an Exhibitor's shipment.

Customs Requirements: Items clearly labeled "For Display/Sample Only" will be allowed into Trinidad and Tobago free of duty provided they are re-exported after TIC 2019. However, if goods are imported as cargo or baggage, the Comptroller of Customs may require that the exhibitor take out a Customs Bond applicable to cover the duty liability, or the duty liability may be deposited and re-funded, subject to proof, after the re-exportation of goods.

The appropriate duties and other charges will become payable on those items to be sold or left in Trinidad.

Should foreign exhibitors wish to dispose of (i.e. sell or give away) their products, notice must be given to the Customs Broker prior to Customs clearance of the goods.

Contract in the Appendix re: Customs Procedure MUST be completed and signed by each overseas exhibitor, confirming the intention to pay all duties involved in importing and exporting items.

Immigration

To facilitate the arrival of overseas participants, the Secretariat will confirm to the Chief Immigration Officer, the participation of ONLY those exhibitors who provide the Secretariat with the following information no later than one month before the opening date of the Convention:

- Name of Exhibiting Company
- Name of Representatives
- Passport Details
- Date of Issue
- Place of Issue
- Number
- Nationality

Security

TIC 2019 Management will provide security for exhibits during and after convention hours. Exhibitors are asked to ensure that their booths are secured at the end of the day. **Please note that the Trade and Investment Convention and the Centre of Excellence are not**

responsible for loss or damage to exhibits. TIC will take all reasonable precautions to ensure proper security during the course of TIC 2019, however, the Trinidad and Tobago Manufacturers' Association and the TIC Management Committee cannot be held responsible for any loss incurred due to theft, fire, or natural disasters.

All display items and equipment must be removed from the premises by the specified time.

Articles remaining on site after 12.00 p.m. on Monday 8th July, 2019 will be removed by the

Centre of Excellence and disposed of. A charge will be levied on the exhibitor for the use of

any section of the Centre of Excellence premises obstructed by the relevant items.

Exhibitor Credentials & Bands

Each exhibiting company is entitled to complimentary identification badges and wristbands according to booth size. **Exhibitors MUST complete and return Appendix 2 no later than May 18th.**

Exhibitor Badges are solely for use by personnel staffing your booth.

ID Wristbands are color coded and are to be used for set-up, break-down and booth servicing. They will be distributed upon entry.

Exhibitor Badge and Wristband Allocation:

Booths: Five (5) Exhibitor Badges

Pavilions: Eight (8) Exhibitor Badges

Table Booths: Three (3) Exhibitor Badges

Badges must be worn at all times and will be required for access to the Convention and to official events.

Additional badges: are available at a fee of **TT\$40.00** each, payable in advance. Please place your orders with the Secretariat by Date to be stipulated.

If you have lost a badge, please advise the Secretariat. *Replacement badges* will be issued on-site at the Convention at a cost of **TT\$40.00** each. Please provide identification when applying for a replacement badge.

FOUR OPPORTUNITY-FILLED DAYS TO REACH YOUR CUSTOMERS COMBINED WITH B2B

TIC 2019's mix of two days for business visitors plus two combined business visitor and general public days are the ideal forum. Take advantage of this opportunity and customize your presentations for these two important target groups. The best way to do so is to adapt your trade show presence to each day's respective visitors. On Saturday and Sunday, the general public days, you can really let your imagination run wild to get the visitors interested in your products and services. Exhibitors will be allowed on Saturday 6th and Sunday 7th July to sell their products to the public. Exhibitors are responsible for setting up any necessary transaction options to facilitate this.

MOTIVATE YOUR TARGET GROUPS

Pure chance and hope are inefficient marketing instruments. With targeted visitor marketing, you will attract interested customers to your stand. Targeted invitations and advertising campaigns for binding visitor appointments before the trade show can help you pave the way.

Business to Business Meeting Facilities

TIC offers a Business to Business Service which adds value for both Exhibitors and Buyers. This automated on-line service which is finalized by our Business Coordinator, allows you to pre-arrange meetings with potential business partners, thus maximizing your ability to establish the right business contacts when you participate in TIC 2019.

Meetings will be scheduled on the two B2B days of the Convention and on one Consumer Day as needed, at 1 hour intervals, in our Business to Business Lounge located in the Hibiscus Hall, opposite to the TTMA Booth.

Meetings will be scheduled as follows:

TIC 2019 • July 4th-7th 2019 • The Centre of Excellence • Macoya • Trinidad and Tobago
Tel: 868 675 8862 • Fax: 868 675 9000 • ticsales@ttma.com • ttma.com/tic

Thursday, July 4th, 2019: 10:00 p.m. – 6:00 p.m.

Friday, July 5th, 2019: 10:00 a.m. – 6:00 p.m.

Saturday, July 6th, 2019: 10:00 a.m. – 12:00 p.m.

If you choose to participate in the Business to Business service, it is IMPORTANT that you complete the B2B Form, Appendix 4. This information will assist potential business partners in setting up meetings with you.

Management and scheduling of Match-making meetings is handled **STRICTLY BY OUR BUSINESS TO BUSINESS COORDINATOR**. Access to the service and appointment schedules is available to registered and confirmed exhibitors and buyers only, and can be accessed through the B2B section of the TIC website (ttma.com/tic). Participants must liaise directly with our Business to Business Coordinator to change appointment times.

Meeting room facilities will be available free of charge to registered exhibitors. Arrangements for the use of the meeting area must be made through the TIC Office on-site at least 24 HOURS before the time proposed for the meeting.

Seminar Room Facility

A Seminar Room facility with an 80 person capacity is available in the Cattleya Lounge of the Centre of Excellence for seminars, demonstrations and presentations to groups. Arrangements for the use of this facility are made through the TIC Secretariat so that usage may be scheduled. Information on Seminars is available on the seminars page of the website ttma.com/tic.

Business Lounge

Business to business meetings will be held daily during the course of TIC 2019. These meetings aim to facilitate the creation of new business linkages through networking and personalized meetings. The business to business coordinator is responsible for matching all exhibitors with exclusive buyers in their respective sectors.

The Public Address (PA) system is for official announcements ONLY.

The PA system is NOT available to Exhibitors for publicity purposes or for messages during the Convention's trade-only (B2B) days (Thursday 4th July and Friday 5th July).

However, the PA system is available for promotional purposes on Saturday 6th July as well as Sunday 7th July 2019, TIC's two (2) business-to-consumer (B2C) days. Scripts for giveaways and promotional announcements for that day must be submitted to TIC Management for approval at the Information Desk on the days.

Restaurant Facilities

Food and beverage concessionaires will operate in the Food Court (Flavours of TIC) located in the Bougainvillea Hall (located opposite to the Automotive Zone) from 9.00 a.m. daily. The Food Court will be open from Monday 1st July to Sunday 7th July for breakfast and lunch.

The Centre of Excellence's restaurant at the Cattleya Hotel and Lounge is open for breakfast, lunch and dinner.

Interpretation of Rules & Regulations

TIC Management reserves the right to insist on the proper adherence to all rules and regulations developed to ensure the success, safety, comfort and aesthetics of the Exhibition.

TIC Management reserves the right to amend, replace or add to the Rules in the interest of maintaining good order, or for the proper conduct of the Exhibition and for the protection of its Promoters.

Interpretation of the Rules and Regulations shall rest with the TIC 2019 Project Manager and the TIC Secretariat. Their decisions in this regard shall be final.

Kindly sign and return the following forms to the TIC Secretariat

FORM 1: EXHIBITOR AGREEMENT and RULES & REGULATIONS AGREEMENT

By signing, my company indicates that it understands and agrees to comply with the terms and conditions of Booth Space Rental as outlined on Page 7 of the TIC Exhibitor Manual.

By signing, my company understands and agrees to comply with all the rules and regulations outlined in the Exhibitor's Manual. We agree to complete all necessary forms in this document with correct and comprehensive information, and agree to adhere to any deadlines and instructions provided in these forms.

My company also understands the following:

- TIC Management reserves the right to insist on the proper adherence to all rules and regulations developed to ensure the success, safety, comfort and aesthetics of the Exhibition.
- TIC Management reserves the right to amend, replace or add to the rules and regulations in the interest of maintaining good order, or for the proper conduct of the Exhibition and for the protection of its Promoters.

- Interpretation of the Rules and Regulations shall rest with the TIC 2018 Project Manager and the TIC Secretariat. Their decisions in this regard shall be final.

FORM 1: EXHIBITOR AGREEMENT and RULES & REGULATIONS AGREEMENT

(PLEASE USE BLOCK LETTERS)

COMPANY NAME:	
NAME OF SIGNATORY:	
POSITION OF SIGNATORY:	
SIGNATURE:	

DATE: (day/month/year)	
---------------------------	--

COMPANY STAMP:

FORM 2: BOOTH REQUIREMENTS FORM

(PLEASE USE BLOCK LETTERS)

Company:			
Booth Number(s):		Number of Booths Taken:	

1. EXHIBITOR BADGES

	Number	Cost

Standard Badges: [3 per booth] [5 per booth] [8 per booth]		
Additional Badges: [TT\$40.00 per badge]		
Total Badges* :		

2. FURNISHINGS

No. of Standard Chairs [2-3 per booth]	
No. of Additional Chairs:	
Total Chairs* :	

No. of Standard Tables: [1 table per booth - skirting & table cloths can be rented from the TIC Secretariat]	
No. of Additional Tables:	
Total Tables* :	

3. **TABLE CLOTHS** (MUST BE USED TO COVER TABLES IN YOUR BOOTHS) Should you wish to order table cloths for your booth tables from the TIC Secretariat, please place your order here: -

Table Cloth Orders:

****Combined Price for 1 Table Cloth for the FULL FOUR (4) DAYS of the Convention is TTD\$175.00ttt**

	Order Amount	TOTAL (\$)
No. Of Table Cloths		

**Please note that if table cloths are not returned to the TIC Secretariat during break down the company responsible will be invoiced for the full cost of the pair.

4. **PARTITIONS and SIGNAGE:** (Please tick the appropriate option)

Keep Standard Structure°

*No. of items per booth

- Remove Middle Walls (applicable only to multiple booth displays)
- Remove all Walls (applicable only to multiple booth displays)
- Remove Frame (applicable to corner booths and multiple booth displays, no signage possible)
- Remove all Walls and Frames (applicable only to multiple booth displays, no fascia signage possible)
- Booth Signage Required\

5. ELECTRICAL OUTLETS

	No.	Cost
Standard 110V : <i>[1 per booth]</i>		
Additional 110V: <i>[TT\$115.00 outlet]</i>		
Total 110 V:		
Total 220 V: <i>[TT\$115.00 outlet]</i>		

Please Note:

- Any further changes must be made in writing at least one (2) weeks in advance of TIC.
- Failure to meet the deadline for submission of booth requirements will result in your being furnished with standard furnishings (not subject to change).
- Any invoices issued for additional requirements will be issued to the Exhibitor using the information on the Registration Form unless specified

° See page 3

otherwise. Please contact the Secretariat if you have specific billing information to be used.

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FORM 4: BUSINESS-TO-BUSINESS MEETINGS

(PLEASE USE BLOCK LETTERS)

Company:			
Booth Number(s):		Number of Booths Taken:	

All Exhibitors are offered the option of pre-arranging Business to Business (B2B) Meetings through our automated online service. To be eligible, you must complete this form as comprehensively as possible. Your information will be posted on the TIC website and you may be contacted for meeting request.

TRADE DEMAND: Who do you want to meet? (Please tick the appropriate boxes)

1. BUSINESS ACTIVITY: Please indicate the specific business activity/activities in which you are seeking potential business partners/associates/clients.

- | | |
|---|---|
| <input type="checkbox"/> Agent | <input type="checkbox"/> Manufacturer |
| <input type="checkbox"/> Buyer/Purchaser | <input type="checkbox"/> Retailer |
| <input type="checkbox"/> Consultant | <input type="checkbox"/> Service Provider |
| <input type="checkbox"/> Distributor | <input type="checkbox"/> Sole Proprietor |
| <input type="checkbox"/> Exporter | <input type="checkbox"/> Trade Organisation/Association |
| <input type="checkbox"/> Government | <input type="checkbox"/> Trading Company |
| <input type="checkbox"/> Importer | <input type="checkbox"/> Wholesaler |
| <input type="checkbox"/> Investment/Joint Venture | <input type="checkbox"/> Other: _____ |

2. BUSINESS SECTOR: Please indicate the specific business sector(s) in which you are seeking potential business partners/associates/clients.

- | | |
|---|---|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Furniture & Appliances |
| <input type="checkbox"/> Audio Visual Equipment & Supplies | <input type="checkbox"/> Health Care |
| <input type="checkbox"/> Automotive | <input type="checkbox"/> Household |
| <input type="checkbox"/> Chemical & Chemical Products | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> Computer/Electronic | <input type="checkbox"/> Interior Decoration/Design |
| <input type="checkbox"/> Construction & Accessory Products | <input type="checkbox"/> Machinery & Equipment |
| <input type="checkbox"/> Consumer Products | <input type="checkbox"/> Marine/Yachting |
| <input type="checkbox"/> Cottage Industries | <input type="checkbox"/> Medical/Pharmaceuticals |
| <input type="checkbox"/> Craft & Accessories | <input type="checkbox"/> Multi-sectoral |
| <input type="checkbox"/> Diplomatic Mission/Country Promotion | <input type="checkbox"/> Music, Film & Entertainment |
| <input type="checkbox"/> Distribution | <input type="checkbox"/> Occupational Health & Safety |
| <input type="checkbox"/> Education | <input type="checkbox"/> Packaging & Labelling |
| <input type="checkbox"/> Electrical Products | <input type="checkbox"/> Paper & Printing |
| <input type="checkbox"/> Energy & Energy Related Products | <input type="checkbox"/> Plastic & Rubber Products |
| <input type="checkbox"/> Engineering Services | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Fashion | <input type="checkbox"/> Telecommunication |
| <input type="checkbox"/> Financial & Insurance Services | <input type="checkbox"/> Textile & Apparel |
| <input type="checkbox"/> Fish & Fish Processing | <input type="checkbox"/> Transportation (sea, land, air, courier) |
| <input type="checkbox"/> Food & Beverage | <input type="checkbox"/> Other: _____ |

3. TRADE/BUSINESS DEMAND DESCRIPTION: Please describe in detail what you are looking for in a potential business partner/associate/client.

Register here: <http://ttma.com/tic/buyers/registration>

CUSTOMS PROCEDURE CONTRACT

(PLEASE TICK BOXES)

- I/We the undersigned hereby agree to pay all duties and other charges that may become payable as a result of the sale of any items, exhibits or part thereof during TIC 2019.
- I/We further agree to disclose our intention to sell to the Trinidad & Tobago Customs and Excise Department upon arrival of the goods and pay any duties incurred to the Trinidad & Tobago Customs and Excise Department.

This is a legal requirement, which must be adhered to.

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