



THE AMERICAN CHAMBER OF COMMERCE OF TRINIDAD & TOBAGO

Presents:

15th Annual HSSE Conference & Exhibition

“The Paradigm Shift – Advancing a Culture of HSSE Excellence”

Exhibitor Registration Form & Information Package

September 28th & 29th 2011

Hyatt Regency Trinidad



AmCham T&T's 15th Annual HSSE Conference & Exhibition

The Paradigm Shift – Advancing a Culture of HSSE Excellence

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Dear Exhibitor,

Invitation to participate in AmCham T&T's 15th Annual Health, Safety, Security & Environment (HSSE) Exhibition

The American Chamber of Commerce of Trinidad & Tobago (AmCham T&T) is proud to announce that its 15th Annual Health, Safety, Security and Environmental (HSSE) Conference and Exhibition will be held on September 28th & 29th, 2011 at the Hyatt Regency Trinidad. This year's theme is *“The Paradigm Shift – Advancing a Culture of HSSE Excellence.”*

AmCham T&T's HSSE Conference & Exhibition is the largest gathering of professionals from the fields of Occupational Safety and Health, Security, Environmental & Disaster Management under the same roof. Over 300 of these professionals from the local business community, public sector, regulatory agencies and non – governmental organizations are expected to attend.

This two day session will include a number of Technical Sessions, Panel Discussions and a Youth Forum. In 2011, the event will also feature the 2nd Annual AmCham T&T *Excellence in HSSE Awards* to recognize AmCham T&T member companies who have achieved excellence in the fields of HSSE.

If your organization is in the business of providing products and or services to companies in these sectors this is the place to exhibit!

I encourage you to review the details included in this Information Package with a view to participating in AmCham T&T's HSSE Exhibition. Should you require any additional information please do not hesitate to contact Samantha Gillette at (T) 622-4466/0340 ext. 225 or via e-mail at assistant@amchamtt.com or hsse@amchamtt.com .

I thank you for your consideration and look forward to your participation!



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EXHIBITON BENEFITS

1. Opportunity to obtain new business and retain existing clientele via participation in the most cost-effective method available.
2. Promotion of your products and/or services to over 300 HSSE professionals and members of the business community over a relatively short period of time.
3. Considerable exposure to products and services available in the industry.
4. Opportunity to network and meet new business leaders, emerging products and discover potential business opportunities and relationships.
5. Opportunity to launch new products and or services in the ideal forum.
6. Ability to conduct on site demonstrations to potential new customers.
7. Substantial branding and reputation enhancement as a result of aligning your organization with the country's premier HSSE Conference & Exhibition.
8. Secure and comfortable environment to meet customers and conduct sales.
9. Support from uniformed AmCham T&T team members for the duration of the Exhibition.
10. Additional branding, promotional and business opportunities included in Exhibition Package.



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EXHIBITON PACKAGE

Booth Size = 8 ft x 6ft	Booth Size = 5 ft x 4 ft
<ul style="list-style-type: none"> ▪ Two (2) all-access conference passes for two (2) company representatives assigned to the company's exhibition booth for the conference days (inclusive of all meals and all conference materials). 	<ul style="list-style-type: none"> ▪ One (1) all-access conference pass for one (1) company representative assigned to the company's exhibition booth for the conference days (inclusive of all meals and all conference materials).
<ul style="list-style-type: none"> ▪ Two (2) tickets for two (2) company representatives assigned to the company's exhibition booth to attend the AmCham T&T's Excellence in HSSE Awards and Reception. 	<ul style="list-style-type: none"> ▪ One (1) ticket for one (1) company representative assigned to the company's exhibition booth to attend the AmCham T&T's Excellence in HSSE Awards and Reception.
<ul style="list-style-type: none"> ▪ Support from uniformed AmCham T&T team members for the duration of the exhibition. 	<ul style="list-style-type: none"> ▪ Support from uniformed AmCham T&T team members for the duration of the exhibition.
Venue Amenities	
<ul style="list-style-type: none"> ▪ One (1) six foot skirted table and table cloth with two (2) chairs. ▪ Access to one (1) electrical outlet. ▪ Access to wireless internet (by request). ▪ Free and secure parking available for exhibit personnel as well as exhibit visitors. 	<ul style="list-style-type: none"> ▪ One (1) five foot skirted table and table cloth with one (1) chair. ▪ Access to one (1) electrical outlet. ▪ Access to wireless internet (by request). ▪ Free and secure parking available for exhibit personnel as well as exhibit visitors.



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Branding & Publicity:

- Display of company logo on conference web page www.amchamtt.com and weblink to company's website
- Radio, press, television advertisements and radio interviews to market the Exhibition over a 6 week period before the event
- Company listed on Exhibition Map included in each participants' conference package
- Invitation e-shots and entrance tickets sent to AmCham T&T's Member Companies, members of the business community, related HSSE regulatory agencies, HSSE professional bodies and ministries to attend Exhibition
- FREE Entry to view the Exhibition by AmCham T&T Member Companies, members of the business community and the general public
- Invitations to all reputable media houses to attend and cover the Exhibition
- Mistress of Ceremonies stationed in the Exhibition to market products and or services via demonstrations and question & answer sessions with exhibit personnel – audible to all visitors of the Exhibition
- Database (Name, Company, Position, Telephone, Fax, Email, Mailing Address) of all HSSE Conference & Exhibition 2011 Exhibitor personnel as well as all persons who visit the HSSE Conference & Exhibition provided via e-mail 1 week after the Exhibition

N.B.

- Exhibitors are encouraged to advertise independently via press ads and e-mail to potential customers
- Door prizes/giveaways to exhibitor visitors to encourage conference participants to view the booths



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EXHIBITOR REGISTRATION FORM

Company Name:

Company Address:

Mailing Address (if different from above):

Tel: _____ **Fax:** _____

Company Contact for Exhibition Arrangements:

Designation:

Tel: _____ **Fax:** _____

Email: _____ **Website:** _____

(NOTE: Above person will receive all correspondence regarding 2011 HSSE Conference & Exhibition)

Authoriser Full Name (please print):

Designation:

Signature: _____ **Date:** _____

Company Logo And Profile Submitted:

Company Stamp:

PLACE COMPANY STAMP
HERE



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EXHIBITOR BOOTH ARRANGEMENTS

Booth Reservation:

Kindly refer to the Exhibitor map for your booth selection. Please indicate your 1st, 2nd and 3rd choice, should your 1st or 2nd choice become booked, we may assign your next selected option. Booths are allocated on a first-come, first-served basis and will only be assigned upon receipt of a completed registration form. Confirmation of your booth and registration will be sent via email.

Number of booths required*: _____

Location preference:

1st Choice _____ 2nd Choice _____ 3rd Choice _____

N.B. Booths 5 ft x 4 ft – booth numbers 15,16,17

*If more than one booth is required please designate location for all.

eg) 1st choice 29-31 2nd choice 20-22 3rd choice 12-14

Business Category/Industry:

Please select one (1) option from below.

Health & Safety Security Environment Other

Booth Staff Assignments:

N.B. (8 ft x 6 ft) = (2) company representatives. (5 ft x 4 ft) = (1) company representative

1. Company Representative:

Designation:

Tel: _____ **Fax:** _____ **Mobile:** _____

Email: _____



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2. Company Representative:

Designation:

Tel: _____ **Fax:** _____ **Mobile:** _____

Email: _____

Additional Booth Representatives (if desired):

N.B. Optional booth representatives at TT\$1,500 each (entitled to meals only).

1. Booth Representative:

Designation:

Tel: _____ **Fax:** _____ **Mobile:** _____

Email: _____

2. Booth Representative:

Designation:

Tel: _____ **Fax:** _____ **Mobile:** _____

Email: _____



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3. Booth Representative:

Designation:

Tel: _____ **Fax:** _____ **Mobile:** _____

Email: _____

4. Booth Representative:

Designation:

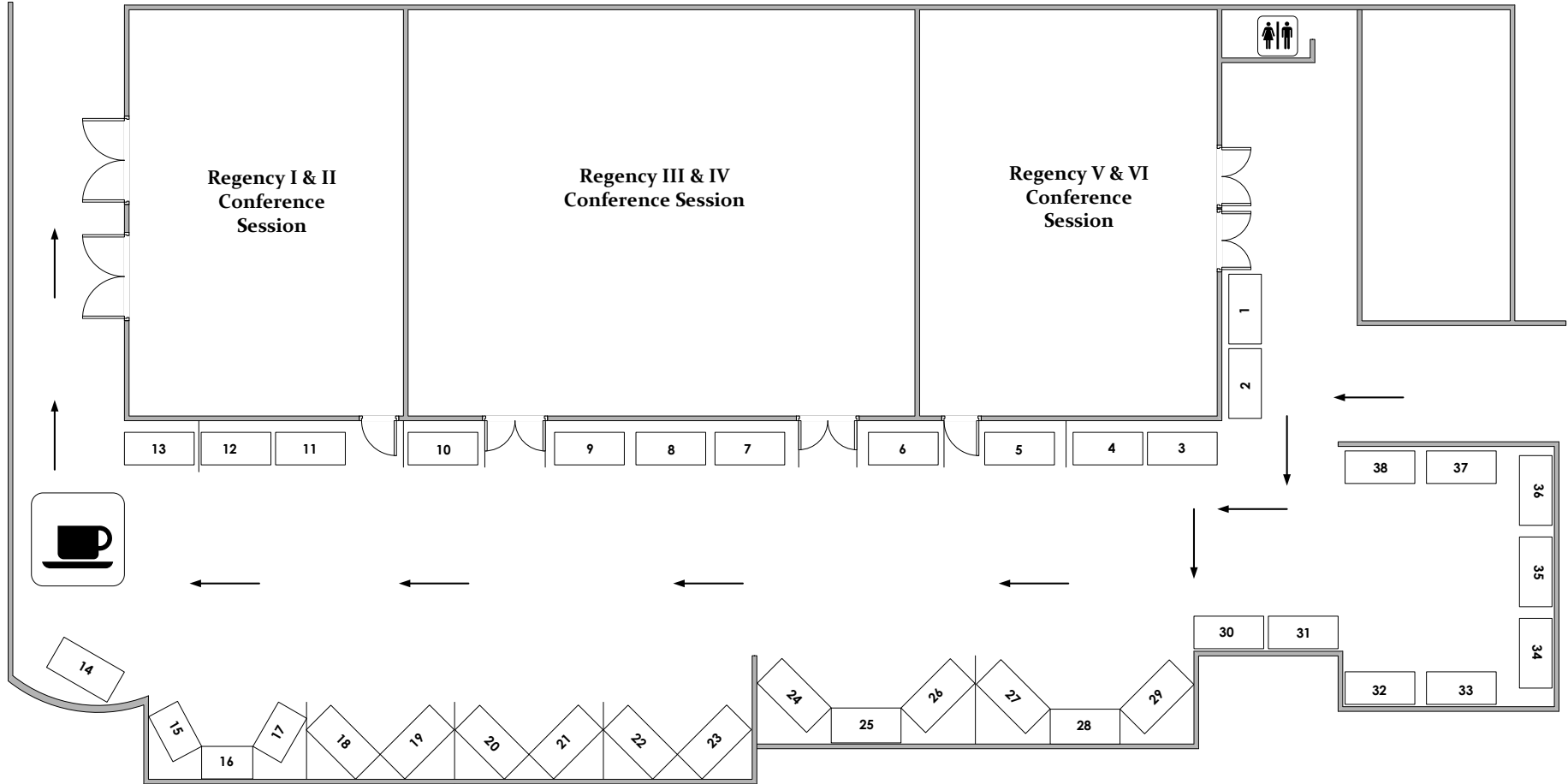
Tel: _____ **Fax:** _____ **Mobile:** _____

Email: _____



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FAX REGISTRATION FORMS TO: + 868 628 9428



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2010 AmCham T&T HSSE EXHIBITORS

A.A. Laquis Ltd.

Artic Air Limited

Atlantic LNG Co. T&T

Baptist Health South Florida

BP Trinidad and Tobago LLC

Caribbean Analytical Services Ltd.

Caribbean Safety Products Ltd.

Cole & Associates Engineered Safety Systems Ltd.

Det Norske Veritas Trinidad and Tobago Ltd.

Eastern Emergency Response Services Ltd.

Grainger Trinidad Inc.

Greenlight Network

IRP Fire and Safety Ltd.

Kex Ltd.

Lisa Communication Ltd.

OCCUMED Ltd. / ABERMED

Precision Point Caribbean

Rose Environmental Ltd.

School of Business & Computer Science Ltd. (SBCS)

Today's Optical Limited

Training & Logistics Ltd.

Trinidad & Tobago Red Cross Society

TSTT – Blink Vigilance

West Venture Ltd.

3M Interamerica Inc. (Trinidad) Division

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TERMS AND CONDITIONS

1. Booth Entitlements:

Exhibitors (8 ft x 6ft) will be entitled to one (1) six foot skirted table and two (2) side chairs and access to one (1) electrical outlet.

Exhibitors (5ft x 4ft) will be entitled to one (1) five foot skirted table and one (2) side chair and access to one (1) electrical outlet.

2. Registration Fees & Details:

	Early Registration DEADLINE: Friday 12th August, 2011	Standard DEADLINE: Friday 2nd September, 2011
	5 ft. x 4 ft.	5 ft. x 4 ft.
AmCham T&T Members	TT\$ 4,000	TT\$ 4,500
NON- AmCham T&T Members	TT\$ 4,500	TT\$ 5,000
	8 ft. x 6 ft.	8 ft. x 6 ft.
AmCham T&T Members	TT\$ 9,000	TT\$ 9,500
NON- AmCham T&T Members	TT\$ 9,500	TT\$ 10,000
Additional Booth Representative (meals only)*	TT\$ 1,500	TT\$ 1,500

*Please indicate number of representatives.

**** All prices are VAT Inclusive**

- Deadline date for EARLY registration is **Friday 12TH August, 2011**
- Deadline date for standard registration is **Friday 2nd September, 2011**
- Day 1: Wednesday September 28th, 2011
 - Breakfast & Registration from 7:00 a.m.
 - Conference starts at 8:00 a.m.
- Day 2: Thursday September 29th, 2011
 - Breakfast & Registration from 7:00 a.m.
 - Conference starts at 8:00 a.m.

N.B. All exhibits must be completed by Tuesday 27th September, 2011 by 6:00 p.m.



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3. **Cancellation Policy:**

Cancellations must be received in writing on or before **Friday 16th September, 2011** and will be subject to a cancellation fee of 50% of the Exhibitor Registration Fee.

Cancellations received from **Friday 16th September, 2011** will be subject to the full Exhibitor Registration Fee.

4. **Animals:**

Animals are not permitted in Exhibition lane and Conference area.

5. **Badges:**

An official AmCham T&T Exhibitor badge will be provided to your company representatives assigned to your Exhibition Booth. This badge must be worn by company personnel at all times on both conference days. Please ensure that your representatives secure their badges at all times as it contains their passes to all sessions and meals.

6. **Damage & Liability:**

AmCham T&T and Hyatt Regency Trinidad will not be responsible for any injury, loss, or damage that may occur to Exhibitor or Exhibitor's property, from any cause whatsoever. The Exhibitor is responsible for all damages resulting from their activities and activities of their Contractors.

7. **Electrical Outlets:**

Exhibitors will be provided with one (1) electrical outlet for their booth. Hyatt Regency Trinidad will have personnel on hand to provide an electrical supply. Exhibitors are prohibited from installing their own connections or tampering with the outlets provided.

8. **Emergency Exits:**

Emergency exits must be kept clear at all times.

9. **Entry & Removal of Goods:**

Exhibitors must ensure that they provide their own trolleys as necessary to move their goods and other belongings from the entrances to their booth and vice versa.

10. **Fire Extinguishers:**

Fire Extinguishers will be located in the Exhibition Lane.



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11. **Gas Cylinders:**

The use of propane or bottled gas within the Exhibition Lane is prohibited.

12. **Signage & Booth Infrastructure:**

No walls will be provided. All signage must be **FREESTANDING**.

13. **Pre-function Set Up:**

- The exhibit space will be accessible **from 10:00 a.m. on Tuesday 27th September, 2011.**
- Storage is not allowed inside the building.
- All persons assisting with booth set-up must be identifiable by company badge or name tag.
- Drapes, decorations, bunting and other decorative materials must be **fire resistant** and /or properly treated to meet the requirements for flame-proofing.
- Please leave a reasonable aisle space between neighbouring booths to accommodate free access of personnel.
- All exhibitors shall be oriented on the emergency evacuation system and be made aware of access and egress routes during the conference safety briefing.
- All exhibits must be completely set up on **Tuesday 27th September, 2011 by 6:00 p.m.**
- **For the purpose of offloading materials for setting up a booth; access to the service entrance of the Regency Ballroom of the Hyatt Regency Trinidad is via the 2nd level of the parking lot however exhibitors must check in with the Hyatt Regency Trinidad staff in the lobby of the ground floor to gain access to the service entrance.**
- All exhibitors will be directed by an identifiable AmCham T&T representative to their correct location on **Tuesday 27th September 2011** and are asked to co-operate by setting up within the allocated space.



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14. Post-Function Tear Down:

- The breakdown of booths must be done between **5:00 p.m. and 6:00 p.m. on Thursday 29th September, 2011**. The facility should be returned to the condition in which it was received. Excessive clean-up required by the hotel will be invoiced to the Exhibitor. Any material or equipment related to signs must be completely removed by **6:00 pm on Thursday 29th Sep. 2011**.
- The Hotel will remove any debris left on premises, tape or residue left on any surface, and the cost will be invoiced to the Exhibitor.
- Any property or waste not removed immediately after the event or claimed, is considered abandoned by the Exhibitor and their contractors. The Hotel may take possession of any dispose of such property without liability. The Exhibitor will be invoiced for any and all costs associated with such disposals.

15. Recording & Soliciting:

Exhibitors are prohibited from recording proceedings or taking photographs of exhibits (except Exhibitor's own booth) or other aspects of the Conference. Exhibitors are asked not to distribute literature, souvenirs, or other items outside their assigned booth area.

16. Security:

Please note that AmCham T&T and the Hyatt Regency Trinidad will provide overnight security from **September 27th - 28th 2011** and from **September 28th - 29th 2011**.



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PAYMENT TERMS & CONDITIONS

Payment Terms:

- Please make all cheques payable to **The American Chamber of Commerce of Trinidad & Tobago or AmCham T&T.**
- 100 % payment is required within thirty (30) days of submission of this form or by **Wednesday 28th September, 2011 (Exhibition day).**
- Exhibitor's signature below signifies that Exhibitor has read, understands, and agrees to be bound by all the terms and conditions on this form. Exhibitor also agrees that this payment is non -refundable except as described in the above ***Terms & Condition, item 3.***

Company name:

Authoriser full name (please print):

Designation:

Signature: _____

Date: _____

Company Stamp:

PLACE COMPANY STAMP HERE

PLEASE FAX EXHIBITOR REGISTRATION FORM – PG. 7, EXHIBITOR BOOTH ARRANGEMENTS – PG. 8-10 & PAYMENT TERMS & CONDITIONS PG. 17 TO 628 9428

For AmCham T&T use only:

Date received: _____ Amount due: \$ _____ Amount received: \$ _____

Booth assigned: _____ Signature: _____



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TRADE SHOW TIPS

1. BOOTH DESIGN

- Be creative
- Design should be clean and uncluttered, and able to attract potential visitors quickly.

2. PUBLICITY

- Do some pre-show publicity by phone or mail to advise your customers and new prospects that you will be an exhibitor. Describe any new products you will be introducing and let them know that you look forward to seeing them at your booth.

3. CUSTOMERS

- Questions for customers could include:
- Do you already sell products similar to ours? If so, which brands?
- Would you be interested in hearing more about our product?
- ALWAYS follow up on the new contacts you make at the exhibit and the sooner the better. Answer any questions they may have raised, and thank them for visiting your display.

4. SELLING

- Ensure that your sales team knows why you decided to attend this particular show and what you hope to gain from it. The better they understand your motives, the better they will convey the right message to prospective customers.
- Do NOT eat or drink or use a phone in the booth. These activities discourage persons from visiting the booth
- Have specific goals, e.g. gain a certain number of sales leads.
- Give a quick presentation and move on to the next available potential customer
- Don't improvise. Memorize a sales pitch to ensure effective delivery.