



AmCham T&T's 13th Annual HSSE Conference & Exhibition

HSSE Excellence – An Imperative for Sustainable Business Excellence

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 2009 HSSE Conference & Exhibition)

Authoriser (Full Name Please Print)

Designation: _____

Signature: _____ **Date:** _____

Company logo and profile submitted:

Company Stamp:

PLACE COMPANY STAMP HERE

FAX REGISTRATION FORMS TO 868 628 9428



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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.

Location:

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

Business Category/Industry:

Please select one (1) option from below.

Health & Safety Security Environment Other

Booth Staff Assignments:

Each registered exhibitor may assign a maximum of two (2) company representatives to their Exhibition Booth.

1. Company representative:

Designation:

Tel: _____ Fax: _____ Mobile: _____

Email: _____

2. Company representative & Designation:

Tel: _____ Fax: _____ Mobile: _____

Email: _____



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TERMS AND CONDITIONS

1. **Booth Entitlements:**

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

2. **Registration Details:**

- Exhibitor registration fee is TT\$8,625.00 VAT inclusive.
- Deadline date for registration is **Friday 4th September, 2009**
- Deadline date for submission of company logo and profile is **Friday 4th September, 2009**
- Day 1: Monday September 28th, 2009
 - Breakfast & Registration from 7:00 a.m.
 - Guests are asked to be seated by 7:55 a.m.
 - Conference starts at 8:00 a.m.
- Day 2: Tuesday September 29th, 2009
 - Breakfast & Registration from 7:30 a.m.
 - Conference starts at 8:30 a.m.
- **N.B. All exhibits must be completely set up by Sunday 27th September, 2009 by 3:00 p.m.**

3. **Cancellation Policy:**

Cancellations must be received in writing on or before **Thursday 10th September, 2009** and will be subject to a cancellation fee of 50% of the Exhibitor Registration Fee.

Cancellations received from **Friday 11th September, 2009** will be subject to the full Exhibitor Registration Fee.

4. **Animals:**

Animals are not permitted in exhibition lane and conference area.

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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.
11. **Gas Cylinders:**
The use of propane or bottled gas within the Exhibition Lane is prohibited.



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12. Pre-function Set Up:

- The exhibit space will be accessible **from 11:00 a.m. on Sunday 27th Sep. 2009.**
- All horizontal or vertical banners must be **free standing**. **NO** items (decoration, support decoration, temporary lighting, signs, posters, papers, etc) shall be attached (fastened, stuck, hung, etc) to any part of the building structure (windows, doors, glass panel, ceiling, walls, beams, columns) fixtures (lights, smoke detectors, fans, sprinklers heads) fittings (utility conduit or pipe, control pipe, control boxes).
- 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 **Sunday 27th Sep. 2009 by 3:00 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 **Sunday 27th Sep. 2009** and are asked to co-operate by setting up within the allocated space.

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13. **Post-Function Tear Down:**

- The breakdown of booths must be done between 5:00 p.m. and 6:00 p.m. on Tuesday 29th Sep. 2009. 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 Tuesday 16th Sep.**
- 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.

14. **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.

15. **Security:**

Please note that AmCham T&T and the Hyatt Regency Trinidad will provide overnight security from 27th 2009 – Sep. 28th, 2009.



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PAYMENT TERMS & CONDITIONS

Payment Terms:

- Exhibitor Registration Fee is TT\$8,625.00 VAT inclusive. 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 **Monday 28th Sep. 2009 (conference 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:



PLEASE FAX EXHIBITOR REGISTRATION FORM – PG. 5, EXHIBITOR BOOTH ARRANGEMENTS – PG. 6 & PAYMENT TERMS & CONDITIONS PG. 11 TO 628 9428

For AmCham T&T use only:

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

Booth assigned: _____ Signature: _____

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