



THE AMERICAN CHAMBER OF COMMERCE OF TRINIDAD AND TOBAGO

23rd Annual Health, Safety, Security and Environment (HSSE) Conference & Exhibition

Innovative HSSE Strategies for Today's Challenges

Exhibitor Information Package

October 23rd and 24th 2019

Hyatt Regency Trinidad



AMCHAM T&T's 23rd Annual HSSE Conference & Exhibition

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AMCHAM T&T's 23rd Annual HSSE Conference & Exhibition

Dear Exhibitor,

Invitation to participate in AMCHAM T&T's 23rd Annual Health, Safety, Security & Environment (HSSE) Exhibition.

The American Chamber of Commerce of Trinidad & Tobago (AMCHAM T&T) is proud to announce that its 23rd Annual Health, Safety, Security and Environment (HSSE) Conference and Exhibition will be held on October 23rd and 24th 2019 at the Hyatt Regency Trinidad.

AMCHAM T&T's HSSE Conference & Exhibition is the largest gathering of professionals from the fields of Occupational Safety and Health, Security, Environment and Disaster Management under the same roof. Over three hundred (300) of these professionals from the local business community, public sector, regulatory agencies and non – governmental organizations are expected to attend. This two (2) day conference will include a number of Technical Sessions, and Panel Discussions.

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 Neerala Boodoo at (T) 622-4466/0340 ext. 230 or via email at m neeralaboodoo@amchamtt.com. I thank you for your consideration and look forward to your participation!



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EXHIBITION 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 three hundred (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 and discover potential business opportunities and relationships.
5. Opportunity to launch new and emerging 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

Pavilion A&B (22ft w x 8ft d)	Platinum (8ft w x 6ft d)	Diamond (8ft w x 6ft d)	Gold (8ft w x 6ft d)	Silver (4ft w x 4ft d)
Six (6) all-access conference passes for six (6) company representatives assigned to the company's exhibition booth for the conference days (inclusive of all meals and all conference materials).	Two (2) all-access conference passes for two (2) company representative assigned to the company's exhibition booth for the conference days (inclusive of all meals and all conference materials).	One (1) all-access conference passes for one (1) company representative assigned to the company's exhibition booth for the conference days (inclusive of all meals and all conference materials).	Two (2) all-access conference passes for two (2) company representative assigned to the company's exhibition booth for the conference days (inclusive of all meals and all conference materials).	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).
Support from uniformed AMCHAM T&T team members for the duration of the exhibition.	Support from uniformed AMCHAM T&T team members for the duration of the exhibition.	Support from uniformed AMCHAM T&T team members for the duration of the exhibition.	Support from uniformed AMCHAM T&T team members for the duration of the exhibition.	Support from uniformed AMCHAM T&T team members for the duration of the exhibition.
Venue Amenities				
- Three (3) six foot skirted tables and table cloth with six (6) chairs. - Access to one (1) electrical outlet. - Access to wireless internet (by request). - Free and secure parking available for exhibit personnel as well	- One (1) six 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	- One (1) six 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	- 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	- One (1) six 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



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as exhibit visitors. - One (1) trash can.	well as exhibit visitors. - One (1) trash can.	as exhibit visitors. - One (1) trash can.	as exhibit visitors. - One (1) trash can.	personnel as well as exhibit visitors. - One (1) trash can.
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AMCHAM T&T's 23rd Annual HSSE Conference & Exhibition

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
- Announcements 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 2019 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: _____

Mobile: _____

Email: _____

Company Contact for Exhibition Arrangements: _____

Designation: _____

Tel: _____

Fax: _____

Mobile: _____

Email: _____

(NOTE: The above named person will receive all correspondence regarding the 2019 HSSE Conference & Exhibition)

Authoriser Full Name (please print): _____

Designation: _____

Signature: Date: _____

Company Logo (jpg and illustrator formats and **Company Profile Submitted**):

Company Stamp:

PLACE COMPANY STAMP



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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 _____

*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. (22 ft wide x 8 ft deep) = (6) company representatives. (8 ft wide x 6 ft deep) = (2) company representatives, (4ft wide x 4ft deep) = (1) company representative.

1. Company Representative:

Designation:

Tel: _____ Fax: _____ Mobile: _____

Email: _____

2. Company Representative:



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Designation:

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

Email: _____

3. Company Representative:

Designation:

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

Email: _____

4. Company Representative:

Designation:

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

Email: _____

5. Company Representative:

Designation:

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

Email: _____



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6. Company Representative:

Designation:

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

Email: _____

Additional Booth Representatives (optional):

N.B. Optional booth representatives are (ENTITLED TO MEALS ONLY).

1. Booth Representative:

Designation:

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

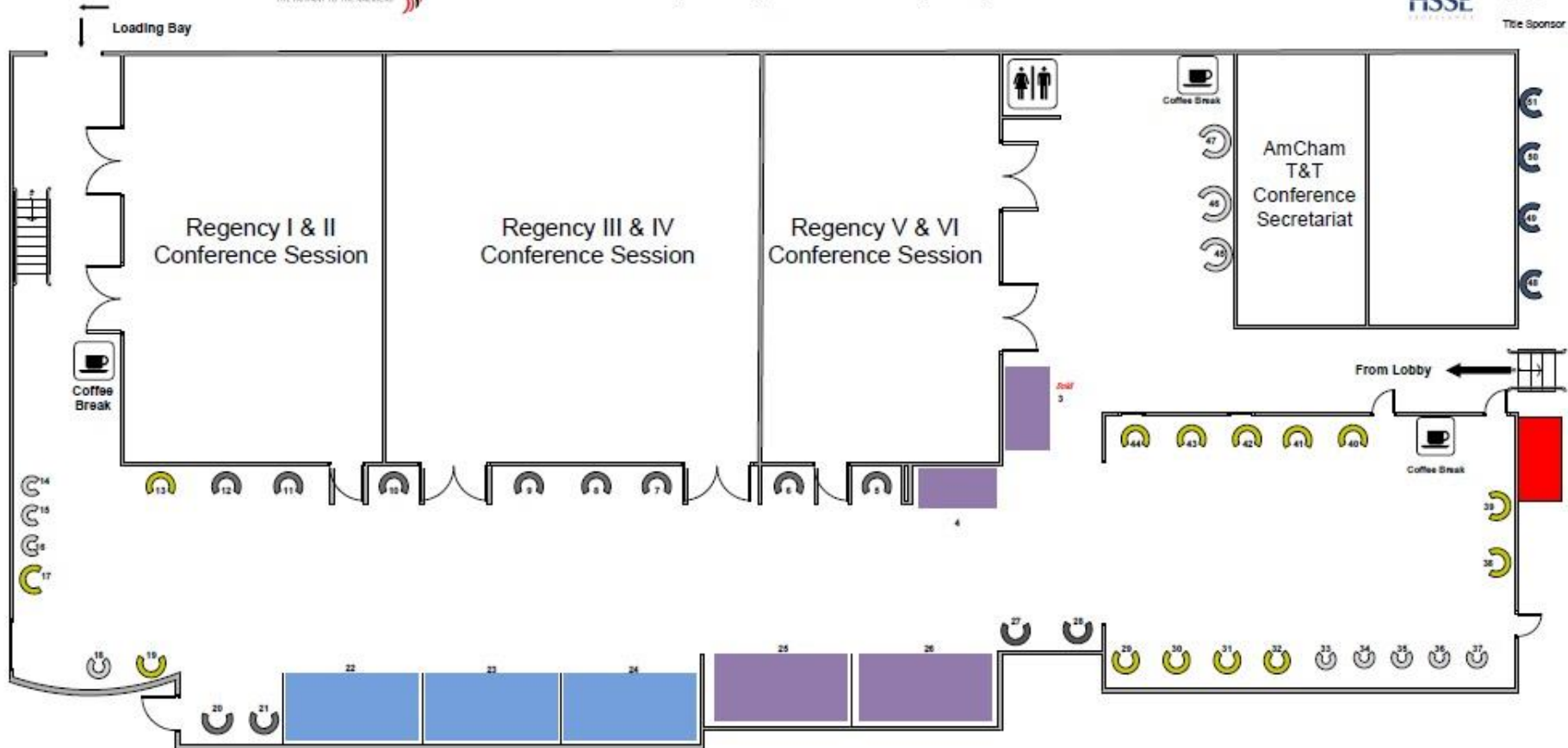
Email: _____

2. Booth Representative:

Designation:

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

Email: _____



KEY:

- Pavilion A (22ft wide x 8ft deep)
- Pavilion B (22ft wide x 8ft deep)
- Platinum (8ft wide x 6ft deep)
- Gold (8ft wide x 6ft deep)
- Silver (4ft wide x 4ft deep)
- Diamond (4ft wide x 4ft deep)
- AmCham T&T Booth

Booth Listing:

3 Atlantic	16	29	42
4	17	30	43
5	18	31	44
6	19	32	45
7	20	33	46
8	21	34	47
9	22	35	48
10	23	36	49
11	24	37	50
12	25	38	51
13	26	39	
14	27	40	
15	28	41	



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TERMS AND CONDITIONS

1. Booth Entitlements:

- Exhibitors (Pavilion A & B, 22ft w x 8ft d) will be entitled to three (3) six foot skirted tables and six (6) side chairs and access to one (1) electrical outlet.
- Exhibitors (Platinum, 8ft w x 6ft d) will be entitled to one (1) six foot skirted table and two (2) side chairs and access to one (1) electrical outlet.
- Exhibitors (Diamond, 8ft w x 6ft d) will be entitled to one (1) six foot skirted table and one (1) side chair and access to one (1) electrical outlet.
- Exhibitors (Gold, 8ft w x 6ft d) will be entitled to one (1) six foot skirted table and two (2) side chairs and access to one (1) electrical outlet.
- Exhibitors (Silver, 4ft w x 4ft d) will be entitled to one (1) four foot skirted table and one (1) side chair and access to one (1) electrical outlet.

2. Registration Fees & Details:

Booth Size (wide x deep)	Early Registration DEADLINE: May 30th 2019		Standard Registration DEADLINE: October 05th 2019	
	Members	Non-Members	Members	Non-Members
Pavilion A,, 22ft w x 8ft d	TT\$ 38,500	TT\$ 39,000	TT\$ 39,000	TT\$ 39,500
Pavilion B, 22 ft w x 8ft d	TT\$35,000	TT\$35,500	TT\$ 35,500	TT\$ 40,000
Diamond, 8ft w x 6ft d	TT\$14,500	TT\$15,000	TT\$15,000	TT\$15,500
Platinum, 8ft w x 6ft d	TT\$14,500	TT\$15,000	TT\$ 15,000	TT\$ 15,500
Gold, 8ft w x 6ft d	TT\$13,000	TT\$13,500	TT\$ 13,500	TT\$14,000
Silver, 4ft w x 4ft d	TT\$6,500	TT\$7,000	TT\$ 7,000	TT\$ 7,500
Additional Booth Representative (meals only)*	TT\$1,500	TT\$1,500	TT\$1,500	TT\$1,500



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*Please indicate number of representatives.

** All prices are VAT Exclusive

- Day 1: 08th November, 2019
 - Breakfast & Registration from 7:00 a.m.
 - Conference starts at 8:00 a.m.
- Day 2: 09th November, 2019
 - Breakfast & Registration from 7:00 a.m.
 - Conference starts at 8:00 a.m.

N.B. All exhibits must be completed by 10:00 p.m. on 07th November, 2019.

3. **Cancellation Policy:**

Cancellations must be received in writing on or before **5th September, 2019** and will be subject to a cancellation fee of 50% of the Exhibitor Registration Fee.

Cancellations received after **5th September, 2019** 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:**



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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.

12. Signage & Booth Infrastructure:

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

13. Pre-function Set Up:

- 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.



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- 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 **07th November, 2019 by 10:00 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 07th November, 2019 and are asked to co-operate by setting up within the allocated space.

14. Post-Function Tear Down:

- The breakdown of booths must be done between **5:00 p.m. and 6:00 p.m. on Wednesday 09th November, 2019.** 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 **8:00 pm on Wednesday 09th 2019.**
- 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 or dispose of such property without liability. The Exhibitor will be invoiced for any and all costs associated with such disposals.



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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 **November 07th 2019** and from **November 08th 2019**.

PAYMENT TERMS & CONDITIONS

Payment Terms:

- Please make all cheques payable to **The American Chamber of Commerce of Trinidad & Tobago or AMCHAM T&T.**
- **For early registration 100 % payment is required on or before 12th April, 2019.**
- **For standard registration 100% payment is required within fifteen (15) working days of submission of this form.**
- Exhibitor's signature below signifies that Exhibitor has read, understood, and agreed to be bound by all the terms and conditions on this form. The Exhibitor also agrees that payment is non-refundable except as described in the above *Terms & Condition, item 3.*

Company name: _____

Authoriser full name (please print): _____

Designation: _____

Signature: _____

Date: _____



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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 OR EMAIL TO: neeralaboodoo@amchamtt.com

For AMCHAM T&T use only:

Date received: _____ Amount due: \$ _____ Amount received: \$ _____
Booth assigned: _____ Signature: _____

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.
- Tell us which customers you would like to invite to the exhibition, and we would send them personal invitations.

3. CUSTOMERS

- Questions for customers could include:



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- 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.

5. COMPETITION¹

- AMCHAM T&T would be having two exhibitor's competitions: Your booth at the HSSE Conference is essential to your brand recognition. Therefore we would like to award those exhibitors whose booths are noticed as outstanding designs, as well as those exhibitors who get the most votes amongst 'Walk-in' customers and Conference participants.
 - Most Creative Best Booth competition, where we would be looking at Customer Participation/Interest, Appealing and Creative Use of Space, Innovative and Original Marketing, and Effort Shown in Booth Display.
 - People's Choice competition, where the booth with the most votes will be the winner

¹ Rules of both competitions are attached.