



# EXHIBITOR MANUAL

**Questions?**

**[cwwaconference2019@gmail.com](mailto:cwwaconference2019@gmail.com)**

## **HOTEL ACCOMMODATIONS**

St. Kitts Marriott Resort & The Royal Beach Casino  
858 Frigate Bay Road  
Frigate Bay, Saint Kitts and Nevis, KN

CWWA Conference has reserved a block of rooms with special negotiated rates for our attendees. You are advised to make your bookings directly with the Hotel by clicking a link below:

<https://book.passkey.com/go/CaribWaterWasteWater>

## **TRANSPORTATION**

Transportation is not provided by the hotel from the airport, however, there will be Conference personnel to assist you with information if required and taxi operators directly outside the airport.

**WALK WITH CASH.** Approximate cost for taxi to the Marriot is \$15USD.

## **EVENT SERVICE PROVIDER**

Southex Event Management Company  
77-81 Independence Ave, San Fernando, Trinidad  
TEL 1-868-653-2908 / 1-868-653-8923  
FAX 1-868-657-9811  
WEB: <http://southex.co.tt>  
**[gsingh@southex.co.tt](mailto:gsingh@southex.co.tt)**

CWWA is encouraging exhibitors to consider printing of exhibit display and associated marketing materials to be handled locally to reduce shipping costs and to simplify the customs process during entry into St. Kitts/Nevis. The quote request form is included in this packet.

Southex can be contacted directly and all exhibitors will work independently with Southex for additional services to enhance your exhibiting experience. A partial list of services is below:

- A/V equipment - LED Screens etc.
- Decor elements
- Printing - Banners, flyer's, special design signs etc. - these can also be mounted on the booth
- Plant rentals
- Cocktail tables, highchairs
- Storage cabinets
- Shelving for booths
- Special effect lighting
- Elevated flooring
- Large or Medium size Truss structures for special design booths
- Staffing/Models
- Customs related issues
- **DEADLINE TO SECURE THESE SERVICES IS AUGUST 15, 2019**

## **ELECTRICITY REQUIREMENTS**

Included: Standard 110 supply with a double outlet plug and lighting in each booth. Southex can accommodate for 220v supply or 3-phase - you may incur an additional charge. Please contact Southex directly using the contact information above.

## SHIPPING INSTRUCTIONS

When shipping your boxes, you **must** use a Customs Broker who will clear your shipment and deliver to the hotel. If you are shipping packages that can be handled by Fed Ex, DHL or UPS you will ship directly to St. Kitts. If you have a larger shipment, you will ship to Miami where your shipment will be consolidated and coordinated to be forwarded to St. Kitts and ultimately the Marriott. **To coordinate your shipment please contact Royal Logistics.**

Below is the information for the preferred Customs Broker.

### **Royal Logistics Limited**

**Unit B1 Sands Complex, Basseterre, St. Kitts**

#### **Contacts:**

**Deslyn Hutt**

**Collin Williams**

**Kendall Maloney**

**Tel (869) 465-5055**

**Cell (869) 662-2939 (Collin)**

**Cell (869) 662-9175 (Kendall)**

**Fax (869) 465-5056**

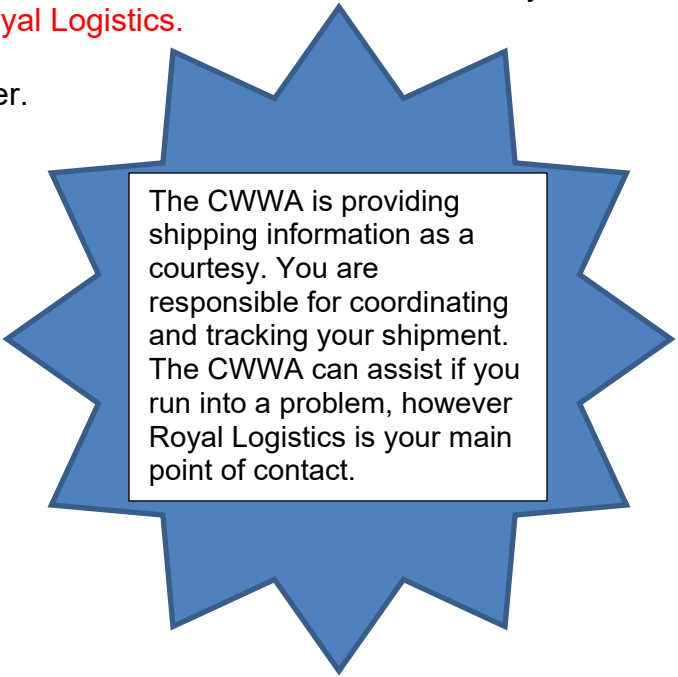
**Miami Tel (305) 767-2579**

**Email:**

**[deslyn@royallogisticsltd.info](mailto:deslyn@royallogisticsltd.info)**

**[collin@royallogisticsltd.info](mailto:collin@royallogisticsltd.info)**

**[kendall@royallogisticsltd.info](mailto:kendall@royallogisticsltd.info)**



The CWWA is providing shipping information as a courtesy. You are responsible for coordinating and tracking your shipment. The CWWA can assist if you run into a problem, however Royal Logistics is your main point of contact.

After contacting the Customs Broker, they will make available all the necessary information needed to ship your boxes (Customs forms, Shipping Templates, shipping time, costs...). Please set up payment for these services directly with Royal Logistics. These costs cannot be charged to the CWWA or your master account with the hotel.

If you need to ship only an **envelope** with **only documents** you can ship this directly to the hotel at the address below using the courier of your choice (FedEx, DHL or UPS). If there is anything other than documents, or the package is larger than a standard courier envelope you must use a broker. (No Couriers deliver on Saturday's, Sunday's or Holidays on St. Kitts)

### **ALL BOXES MUST HAVE THE FOLLOWING ADDRESS INFORMATION ON EACH BOX**

Charles Parris

St. Kitts Water Services Department

Needsmust Estate

Basseterre

St. Kitts and Nevis

**Below are just some of the details that will be needed to ship your packages. Your broker will provide you with all necessary information:**


- All Packages must have a detailed commercial invoice.
- Shipments being sent directly to St. Kitts via FedEx, DHL or UPS must arrive in St. Kitts no later than **September 30<sup>th</sup>, 2019**. Shipments routing thru Miami must arrive in Miami no later than Friday **September 20<sup>th</sup>, 2019** and will ship to St. Kitts the following Wednesday. So, plan your shipments accordingly.

- A detail list of all giveaways item with a value for customs purpose only. A confirmation in writing stating that all give-away items will be leaving the island after the event must also be included
- Any equipment shipped should be registered with Customs (the broker will take care of this). The brand, model and serial number must be included in the documents. You must clearly state that it is only a temporary importation of the goods to St. Kitts and the purpose (i.e. use in conference) and that at the end of the event they will be exported back to your country.
- The St. Kitts Marriott Hotel shall not be liable for safe or timely arrival of any packages. It is the Group's responsibility to check on the arrival of any packages and to ensure that the contents are intact. The Hotel accepts no liability for lost, stolen or damaged goods.

### **ENTRY INTO ST. KITTS**

The CWWA is working to smooth the customs clearing process upon entry into St. Kitts. Persons who are bring merchandise/brochures etc. as luggage are advised to submit a list of these items prior to travel. **If you are bringing merchandise/brochures etc. as luggage, then you will need to complete a C101 Form (see next page) to waive duties as you clear customs.** If you are shipping materials down, then your broker will manage this for you. It will also be helpful to have attendee hotel reservation information on hand, should there be any confusion during the high-volume of persons checking in simultaneously. All event participants are encouraged to complete and return the Participant Travel Form that can be found here:

<https://forms.gle/SjxarwYhcX4MGtuN7>

<b>Applicant(s)</b> (Name and full address)		<b>Importer</b> (Name and Full Address)	
Quantity and Description of Goods		Purpose of use	
<div>Declaration of Application</div> <p>*I/We the undersigned, hereby declare that the above were Imported by *me/us or on *my/our behalf and are solely for the use by the applicant*(s) herein and for the purposes stated.</p> <div></div> <div>.....</div> <p>Date and Signature of Authorized Signatory</p> <p><small>*Strike out Inappropriate Words</small></p>		<div>Recommendation by Competent Authority</div> <div>.....</div> <p>Date, Signature and Stamp of Competent Authority</p>	
Approved by Ministry of Finance		Comptroller's Directions	
<div>.....</div> <p>Date, Signature and Stamp of Financial Secretary</p>		<div>CPC: <div></div></div> <div>.....</div> <p>Date, Signature and Stamp of Comptroller of Customs</p>	

## EXHIBIT BOOTH PREPARATION SERVICES



Southex, the official exhibition vendor for the Caribbean Water & Wastewater Association's Annual Conference & Exhibition in Guyana, is offering exhibit booth preparation services, to include full color printing of booth panels & marketing collateral. Graphics will be affixed to the booth backdrop before your arrival and printed materials will be waiting for you in your assigned booth. Requirements for artwork are outlined below. The CWWA will assist to facilitate your request, however the organization makes no claim or responsibility for the services rendered. Please complete the Quote Request below and return to [cwwaconference2019@gmail.com](mailto:cwwaconference2019@gmail.com). **ABSOLUTE DEADLINE AUGUST 3**

### STANDARD BOOTH

7 panels – 1 back/2sides

Dimensions - 3.28' x 8'

Artwork Dimensions – exact dimensions

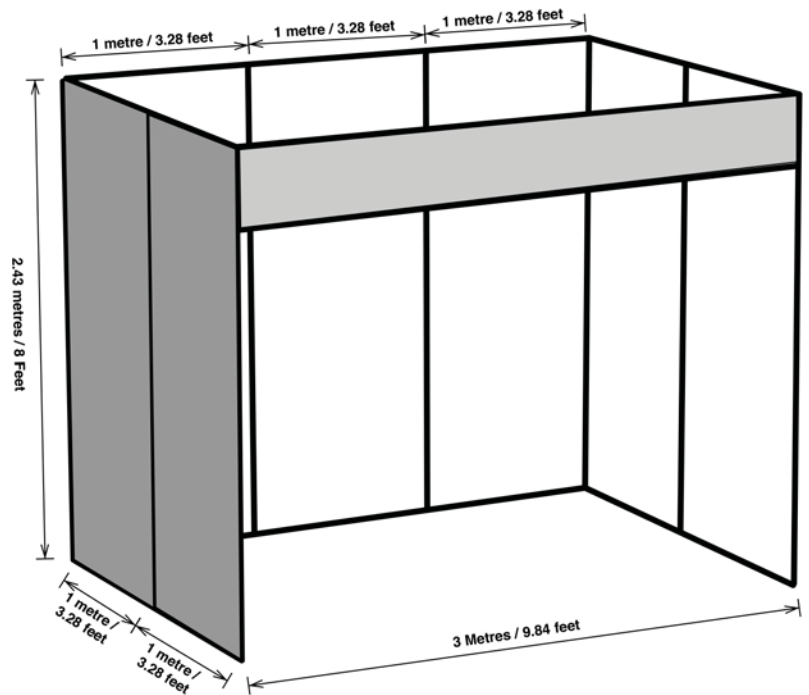
(7) panels – 3.28' x 8' each

OR

Full Back (3 panels) – 9.84' x 8'

2 Full Side (2 panels) – 6.56' x 8'

1 8' table and 2 chairs included in booth



**QUOTE REQUEST - DEADLINE FOR ALL FINAL WORK ORDERS IS AUGUST 15<sup>TH</sup>.**

Company \_\_\_\_\_

Contact Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Booth Number \_\_\_\_\_

Number of Panels to Print \_\_\_\_\_ Full Color ☐ 2 Color ☐

Marketing Materials to Print (i.e. brochures, business cards, flyers) QTY: \_\_\_\_\_

Special Requests for additional materials (i.e. banner-stands, posters, etc.) \_\_\_\_\_