

Request for Exhibition Service Provider for the CWWA 29th Annual Conference and Exhibition 19th – 23rd October 2020, Royalton Hotel, St. Lucia

The Caribbean Water and Wastewater Association (CWWA) wishes to engage an Exhibition Service Provider to coordinate and implement the exhibition infrastructure as outlined in items (i) through (xi) below. The exhibition infrastructure is required to facilitate the 2020 Annual Conference and Exhibition scheduled for the 19th – 23rd October 2020, at the Royalton Hotel, St. Lucia.

The annual exhibition attracts between 55 and 60 regional and international exhibitors from the water, wastewater and waste management sectors. It comprises individual booths with typically two (2) size options (10'x 20' and 10'x8'), tabletop setup. Exhibitors can also request special arrangements such as LED screens, high-top tables and chairs and printed back drops (all provided at an additional cost to the exhibitor).

The space allocated for the exhibition is the Ballroom at the Royalton St. Lucia Resort and Spa (floor space approximately 5400 square feet). The drawing and information provided by the hotel is attached. The exhibition runs from Monday 19th to Thursday 22nd October 2020, However the service provider is required to commence setup of the exhibition by Friday 16th October; or with enough time to allow exhibitors into their booth area no later than Sunday 18th October 2:00pm (local time).

In this regard, the service provider is responsible for the following tasks:

- i. Design and layout of the Exhibition to meet the objectives identified by the CWWA and St. Lucia Local Organizing Committee (LOC), with submission of a design layout, to scale, for approval by same;
- ii. Provision and on-site implementation of structurally sound, high quality and aesthetically pleasing infrastructure for booths and supporting structure (including exhibition entrance area);
 - a. Booths should be truss-type framing or similar design, NOT Pipe and Drape;
- iii. Preparation of approved conference-branded signage for each booth;
- iv. Set up of booths with access to electricity and provision of lighting if required;
- v. Set up and dismantling of booths, lighting and supporting structures according to the stipulated time frame for completion and breakdown as determined by the LOC;
- vi. Provision of labour required for the transport, construction, setup and dismantling of booths, lighting, electrical and supporting structures;
- vii. Work with the hotel management of the Royalton St. Lucia Spa and Resort (engineering and events departments) and the St. Lucia LOC to ensure that all Security protocol and Health, Safety and Environmental (HSE) standards are met;
- viii. Liaise with exhibitors in advance to determine their individual requirements. Any fees related to additional requirements are the responsibility of the exhibitor;
- ix. Be available to coordinate and receive shipments of exhibitors' materials and liaise with a designated broker; note that the cost of brokerage is to the account of the individual exhibitor;

- x. Be available on site on exhibition days to ensure efficient and timely responses are provided to exhibitors, should the need arise;
- xi. Complete at least one (1) site visit to the Royalton St. Lucia Spa and Resort before the Conference to conduct all necessary activities required for the exhibition set-up and submission of final exhibition design/layout.

The exhibition service provider is expected to:

- Liaise in a courteous and professional manner with Conference exhibitors and attend to their needs. This would include during the week of the Conference/Exhibition;
- Liaise with representatives of the St. Lucia LOC and/or members of the CWWA Executive Council based on guidelines and instructions provided;
- Possess experience in providing exhibition infrastructure in a Caribbean setting and/or international setting;
- Conduct reconnaissance site visit/s to the Royalton St. Lucia Spa and Resort;
- Be able and willing to transport all required infrastructure/personnel required for the exhibition.

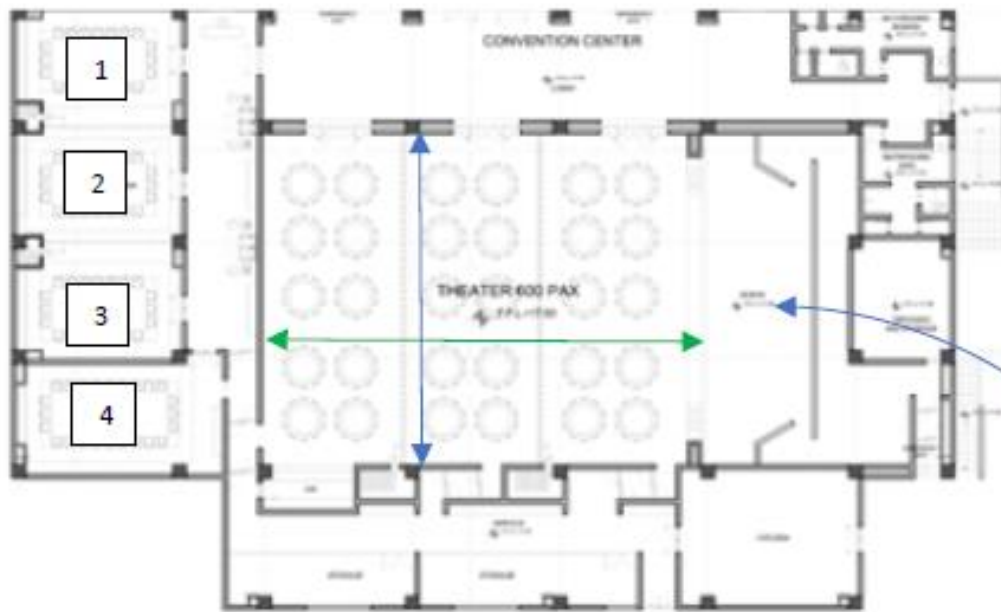
Interested persons are requested to submit a proposal which must include the following:

1. Company Profile;
2. Proposal for layout and setup of the exhibition inclusive of a 'to scale' drawing draft design (minimum 50 booths); (short photo portfolio of similar work);
3. Two references (reference should be a company or person that utilized your services)
4. Cost for provision of services
 - a. Service providers not resident in St. Lucia should budget for travel, accommodation, etc. for Conference Week, as well as the transportation of ALL material and infrastructure required to fully outfit exhibition area;
 - b. All quotes should be submitted in United States Dollars.

Please submit proposals to the attention of the Executive Director at:

cwwaexhibitionbooth.rfp@gmail.com.

Deadline Date and time: **12pm (noon) (EST) - Monday 23rd, March 2020**



Ballroom: Length (green arrow) 85 ft; Width (blue arrow) 65 ft

#1,2,3 are tech session rooms
#4 is Secretariat Room

Stage: 18 ft wide,
47 ft long

Approx. 4 booths
can fit here (8x10)