



**COLLECTIVE
REGIONAL ACTION**
Toward a Climate Resilient,
Water Secure and
Zero Waste Caribbean

EXHIBITOR MANUAL

33rd Annual CWWA Conference and Exhibition

The 33rd Annual CWWA Conference and Exhibition is scheduled to return to the scenic twin island Republic of Trinidad and Tobago between the period 21st and 25th October, 2024. In 2016, the country hosted the event, it is therefore with great pleasure and much anticipation that the CWWA returns to the bustling city of Port of Spain to host this event

This theme for this year's event is '**Collective Regional Action Toward a Climate Resilient, Water Secure and Zero Waste Caribbean**', meant to focus and promote meaningful dialogue on the main water and sanitation challenges in the region. The CWWA Conference and Exhibition promises to be a memorable experience for all participants.

Exhibition

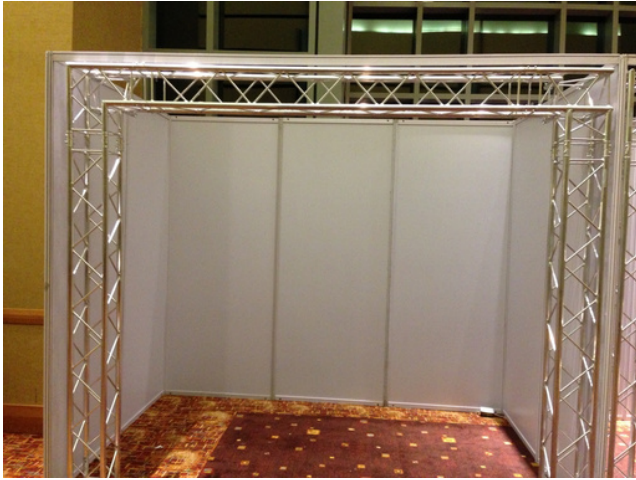
The Exhibition is one of the highlights of this event and the largest tradeshow of its kind in the region. On average, over sixty (60) exhibitors participate in the exhibition by showcasing their products and services in the water and sanitation sectors and interacting with utility representatives, practitioners, funding agencies and decision makers. As an Exhibitor, some of the key benefits of participating include:

1. **Access:** to over 500 participants from the Caribbean, Latin America, North America, the United Kingdom and Europe.
2. **Visibility and Brand Recognition:** Exhibitors gain significant exposure to a targeted audience of decision-makers, development banks, government officials and industry experts from across the Caribbean and beyond.
3. **Networking Opportunities:** The Conference and Exhibition provides a unique platform for networking with potential clients, partners, and collaborators. This is an excellent opportunity to establish and strengthen relationships within the Caribbean.
4. **Market Expansion:** Engaging with the CWWA community offers insights into the regional market trends and needs, with options to identify new business opportunities.

The CWWA is committed to providing a high-quality experience for all Exhibitors at this year's event. We are pleased to offer you state of the art exhibition facilities at the Hyatt Regency in Port of Spain, Trinidad; the official venue for this year's event. Our competent and dedicated exhibition management team are ready to assist you and ensure that all your requirements are met.

Register your booth now at [Exhibitor Registration](#) or contact us directly via email at conferencecwwa@gmail.com or southexevents@gmail.com or via phone on 1-868-789-3874

EXHIBIT BOOTH LAYOUT / ARTWORK REQUIREMENTS



10X6 Standard Booth **(Member - \$4000 Non-Member - \$4500)**

7 Panels - 1 back, 2 sides

Panel size - 3.28' x 8'

Artwork Dimensions

Full Back - 9.84 x 8

Full Side - 6.56x8

Each Panel - 3.28x8

Company Name Plate Provided.



Full Truss Booth - Sponsors **Only**

Exact Size - 9'6" x 9'6"

Company Name Plate Provided.



Tabletop Option - **Limited Availability** **(Call for more information)**

**6' Table. Tablecloth, Truss Frame at back
with black drapes and Nameplate**

Southex can be contacted to assist with graphic design, layout, printing and installation services.

Southex is an independent service provider.

Contact us at 1-868-789-3874 or by email at southexevents@gmail.com

IMPORTANT REGISTRATION INFORMATION

Hotel link: <https://cwwa.net/cwwa-conference-2024/attending-conference/hotels/>

Exhibitor Registration: <https://cwwa.net/cwwa-conference-2024/cwwa-conference-2024-exhibitor-registration/>

General Registration: <https://cwwa.net/cwwa-conference-2024/cwwa-conference-2024-general-registration/>

Travel Guidelines for Visiting Trinidad and Tobago

1) Airport

The Piarco International Airport is the only airport in Trinidad, located in Piarco, East Trinidad. Tobago has its own airport in Crown Point Tobago, known as the ANR Robinson International Airport.

2) Taxis at Piarco International Airport

To get a taxi at the Piarco International Airport, to Conference Venue (Hyatt Regency Hotel), passengers may proceed to the ground transportation center of the Airport located outside the Baggage Claim Area. There will be a taxi dispatcher in the area that will assist passengers with taxi bookings.

The airport is approximately 24 km or about 30 minutes drive (depending on traffic conditions) from the Conference venue. The standard taxi rate from the airport to the Hyatt is approximately US\$50.00. The taxis accept both US and TT currency.

3) Currency and Exchange Rate

Trinidad and Tobago dollar (TTD) is the legal currency in Trinidad and Tobago.

The approximate exchange rate is:

1 US Dollar = \$6.80 Trinidad and Tobago Dollars

4) Public Transport

Public transport in Trinidad and Tobago is available via a government-owned bus service operated by Public Transport Service Corporation (PTSC), privately owned mini-buses (locally known as maxi-taxis) and privately owned cars.

Depending on the mode of transportation, average bus/taxi fare in and around the city of Port of Spain may range from US\$5.00 – US\$20.00

5) Conference Venue

The Conference venue for this year's event is the luxurious Hyatt Regency Hotel located in the vibrant city of Port of Spain, Trinidad. Nestled in the heart of the bustling capital, the Hyatt Regency offers unparalleled convenience and sophistication with premium amenities.

6) Accommodation

The official Conference hotel for this year's event is the Hyatt Regency Hotel located in the capital city of Port of Spain, Trinidad. You can reserve a room using the following link [Hyatt Hotel Booking](#)

7) Language

English is the official language of Trinidad and Tobago.

8) Climate

The country of Trinidad and Tobago has a tropical climate with temperatures alternating between a low of 27°C (73.4°F) at night to a high of 32°C (89.6°F) during the day. It experiences two distinct seasons, a Wet Season from June to November, and a Dry Season from December to May.

9) Time Zone

The time zone is Atlantic Standard Time (AST) or Greenwich Mean Time -4 hours in Trinidad and Tobago. There is no daylight saving.

10) Business Hours

Government departments and organizations are usually open from 8:00 to 16:00 on weekdays and closed on weekends and public holidays. Banks are typically open from 8:00 to 16:00 on weekdays and closed on weekends and public holidays. Shopping hours vary but shops are typically open from Monday to Saturday between 10:00 to 18:00.

11) Electricity

The standard voltage is 115 V at a frequency of 60 Hz in Trinidad and Tobago. Type A and Type B power plugs and outlets are used so power adapters may be necessary.

12) Important Phone Numbers

- Police- 999
- Ambulance or Medical Emergencies - 811
- Fire - 990
- Natural Disaster Assistance- 800-6376

13) Visa Information

Visitors who arrive in Trinidad and Tobago for the Conference must have a valid passport and Visa (if required). For more information on visa requirements for entry into Trinidad and Tobago please visit the following website: [Trinidad and Tobago Visa Requirements](#)

You are also advised to refer to the Trinidad and Tobago Embassy or Consulate in your residential country for the most updated and accurate information.

EVENT SERVICE PROVIDER

Southex Event Management Company
77-81 Independence Ave, San Fernando, Trinidad
TEL 1-868-230-8870, 1-868-468-8728, 1-868-789-3874 Email –
southexevents@gmail.com
WEB: <http://southex.co.tt>

CWWA encourages exhibitors to consider printing exhibit displays and associated marketing materials locally. This approach helps reduce shipping costs and simplifies the customs process upon entry into Trinidad. The quote request form can be included in this packet.

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

- A/V equipment – LED Screens, etc.
- Decor elements
- Printing – Banners, flyers, special design signs, etc. – these can also be mounted

on the booth.

- Plant rentals
- Cocktail tables, highchairs
- Storage cabinets
- Shelving booths
- Special effect lighting
- Elevated flooring
- Large or Medium size Truss structures for special design booths.
- Staffing/models
- Customs-related services

Visitors who arrive in Trinidad and Tobago for the Conference must have a valid passport and Visa (if required). You are also advised to refer to the Trinidad and Tobago Embassy or Consulate in your residential country for the most updated and accurate information.

SHIPPING INSTRUCTIONS

For all shipments originating outside of the US, for your convenience, CWWA has arranged for Southex to assist in the coordination of shipping logistics to simplify the process of clearing customs. *The information provided within is for informational purposes only, please confirm all details directly with the Customs Broker, Southex. All in-country shipments, you are also advised to coordinate with Southex for tracking & receiving.*

All items should be shipped to the address below by **22nd September 2024**

ALL BOXES MUST HAVE THE FOLLOWING ADDRESS INFORMATION ON EACH BOX

**CWWA CONFERENCE
GEORGE SINGH
SOUTHEX TRADE SHOWS AND PROMOTIONS c/o Modern Logistics Services
Int'l LLC
8276 NW 68th St. Miami, FL
33166**

**Attention – Christopher Lee Chong 1-305-439-9059
Or Cesia Marintez
786-580-3515**

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 include a detailed commercial invoice.
- Shipments sent directly to Trinidad via FedEx, DHL, or UPS must **arrive** no later than **September 30, 2024**. Shipments routed through Miami must **arrive** in Miami no later than Friday, September 20, 2024, and will be shipped to Trinidad the following Wednesday. Please plan your shipments accordingly.
- Include a detailed list of all giveaway items with their corresponding values for customs purposes only. Additionally, provide a written confirmation stating that all giveaway items will be leaving the country after the event.
- For any equipment being shipped, it should be registered with Customs (the broker will assist with this). Include the brand, model, and serial number of the equipment in the documentation. Clearly state that it is a temporary importation of goods to Trinidad for the purpose of the conference and that at the conclusion of the event, the items will be exported back to your country.
- Hyatt Regency Trinidad is not responsible for the safe or timely arrival of any packages. It is the group's responsibility to check upon the arrival of any packages and ensure the contents are intact. The hotel does not accept liability for lost, stolen, or damaged goods.



33RD ANNUAL CONFERENCE EXHIBITION 2024

MAIN CONFERENCE FLOOR PLAN

- Available
- Unavailable
- Main Area
- Technical Sessions
- Registration

