



EXHIBITOR



PACKAGE



Caribbean Water and Wastewater Association

32nd Annual Conference and Exhibition
23 - 27 October 2023
Georgetown, Guyana

“Accelerating Change in the Water, Wastewater, and Solid Waste Sectors”

EXHIBITOR APPLICATION

This is your **application/contract** for the use of exhibit space(s) at the CWWA 2023 Conference and Exhibition. CWWA reserves the right to modify the floor plan, including but not limited to booth size and/or aisle space, without notice, to provide an improved experience for exhibitors and delegates alike. *This form does NOT serve as the Exhibit Booth Attendee registration application.*

Primary company contact information

Title _____ First Name _____ Last Name _____

Company: _____ Job Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Phone Number: _____ Mobile Number: _____

Email Address: _____

CWWA MEMBERSHIP: MEMBER NON-MEMBER

Booth Costs

| MEMBER RATES | | | |
|--------------|---------|----------|-------|
| SIZE | COST | QUANTITY | TOTAL |
| 10x6 | \$4,000 | | |

| NON-MEMBER RATES | | | |
|------------------|---------|----------|-------|
| SIZE | COST | QUANTITY | TOTAL |
| 10x6 | \$4,500 | | |

*All prices are in US Dollars

RATES INCLUDE CONFERENCE REGISTRATION FEES FOR TWO (2) PERSONS – 2 booth attendee applications are attached to this exhibit application that MUST BE completed and returned with the application.

Exhibition Hall Hours

Monday: 7pm - 9pm

Tuesday: 8am - 7pm

Wednesday: 8am - 7pm

Thursday: 8am - 3pm

Exhibition Booth Requirements

Electricity: Yes No

Wired Internet Access: Yes No

Power Supply Requirement: _____ Voltage _____ Amps – **provide information about requirements under special requests.**

Signature of Exhibitor: _____ Date: _____

CWWA requires payment with the completed application form within 48 hours to guarantee booth location

Exhibit/Company Description (Please provide a brief description of your products or services (150 words max) – this summary will be used to promote your exhibit space in periodic email campaigns, and will also be used in the conference magazine. CWWA does not guarantee your company will be listed if this information is not completed.)

Space Choices (by Booth Number)

Single Booth Space (10x6)

Double Booth Space (20x6)

First Choice: _____

Second Choice: _____

Third Choice: _____

If your requested booth choices are unavailable, the CWWA will liaise with your authorized contact person to determine assignment of space.

Parking Needs (Oversized Vehicles or Trailers Only)

Yes

No

Parking may be accommodated at an off-site location for an additional fee.

Special Requests

Yes

No

Explain: _____

Guidelines

- ◇ Each Exhibition Booth will be provided with one (1) draped 6-foot table, two (2) chairs and one (1) waste basket.
- ◇ The CWWA Secretariat will receive and handle small packages for the Exhibitors' displays through their onsite office at the Hotel. Arrangements will be made for larger packages and may incur a transportation and storage fee.
- ◇ The Hotel does not have storage for crates.
- ◇ Exhibitors shall indemnify and hold harmless the CWWA and the hotel and its servicing agents from all liability (damage or accident) which might ensue from any cause resulting or connected with transportation, placing, removal, or display of exhibits.
- ◇ It is the responsibility of each exhibitor to check with the official drayage firm regarding all entry and exit accesses to ensure that exhibits can be moved into the exhibit area.
- ◇ Electrical requirements must be requested directly through the CWWA Conference Secretariat or its designee.
- ◇ Carpet protection must be provided for any rolling equipment.
- ◇ Wireless Wi-Fi will be available in Exhibition space.

BOOTH SPACE SELECTED WILL ONLY BE HELD FOR FORTY-EIGHT (48) HOURS AND IS CONFIRMED UPON RECEIPT OF FULL PAYMENT.

Method of Payment: Make all cheques and money orders payable to CWWA (Please note on your cheque or money order that payment is for the CWWA 2023 Conference and Exhibition Registration-Booths). Forms can be emailed to cwwaconference2023@gmail.com; or conference@cwwa.net.

CWWA's preferred method of payment is wire transfer - instructions attached.

I/We agree to pay US\$ _____ for _____ exhibit spaces at the CWWA 2016 Conference and Exhibition.

Form of Payment: Wire Transfer Money Order Check # _____ Credit Card: MC VI

Name on Card _____

Number _____

Expiration Date _____

CVS _____

Signature of Card Holder _____

_____ Date _____

Cancellation Policy

Cancellations must be received via email by 31st, August 2023 to qualify for a refund. A US \$200 administrative fee will be deducted from the total registration fee. Substitutes are always welcomed and no-shows are non-refundable. All refunds will be processed after the conference.



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EXHIBIT BOOTH ATTENDEE REGISTRATION FORM

(2 attendees included in the exhibit fee, please complete two separate forms)

Registration Information:

Title _____ First Name _____ Last Name _____

Company Name _____ Job Title _____

Mailing Address _____

City _____ State _____ Zip Code _____ Country _____

Phone Number _____ Mobile Number _____

Email Address _____

Please check here if special services are required. Explain: _____

Dietary Restrictions: Vegetarian Vegan Other _____

Number of Persons in Your Party: Adults _____ Young Adults (13-17 years) _____ Children (12 yrs. and under) _____

CWWA MEMBERSHIP: MEMBER STUDENT NON-MEMBER

Conference and Exhibition Week in Review

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------------------|----------------------------|-----------------------------|----------------------|--------------------|
| Pre-Conference Workshops | Plenary Session Exhibition | Exhibition Hall | Exhibition Hall | Technical Tours |
| CWWA Board Meeting | Hall Technical Sessions | Technical Sessions | Technical Sessions | CWWA Board Meeting |
| Opening Ceremony | Luncheon | Trade Presentations | Luncheon | |
| Exhibition Hall Ribbon-Cutting | Trade Presentations | Luncheon | Gala Awards Ceremony | |
| Welcome Reception | Poster Presentation | CWWA Annual General Meeting | | |
| | Cultural Event | | | |

CANCELLATION POLICY

Cancellations must be received via email by **September 15, 2023**, to qualify for a refund. A \$100 administrative fee will be deducted from the total registration fee. Substitutes are always welcome and no-shows are non-refundable. Any refunds will be processed after the Conference.

CONFERENCE EVENTS: The Exhibit Fee entitles you to all Technical Sessions, Trade Presentations, the Exhibition Hall, Luncheons, Coffee Networking Breaks, Opening Ceremony and Cultural Event. A fee is required for the Gala and Technical Tours.

Please indicate your attendance: THIS INFORMATION IS REQUIRED.

| | | |
|--|------------------------------|---------|
| Monday: <input checked="" type="checkbox"/> Opening Ceremony and Reception | Cost included in exhibit fee | |
| Tuesday: <input checked="" type="checkbox"/> Lunch <input checked="" type="checkbox"/> AM Coffee Break <input checked="" type="checkbox"/> PM Coffee Break <input type="checkbox"/> Cultural Event | | |
| Wednesday: <input checked="" type="checkbox"/> Lunch <input checked="" type="checkbox"/> AM Coffee Break <input checked="" type="checkbox"/> PM Coffee Break | | |
| Thursday: <input checked="" type="checkbox"/> Lunch <input checked="" type="checkbox"/> AM Coffee Break <input checked="" type="checkbox"/> PM Coffee Break | | |
| Gala Awards Ceremony <input type="checkbox"/> | \$75.00 | \$75.00 |
| Technical Tours (select one) <input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> Waste | \$50.00 | \$50.00 |
| TOTAL (US dollars) | | |

| COMPANION FEES | | |
|--|---|---|
| Category (Indicate how many tickets needed per day per event) | Early Registration (on or before 31 August 2017) | Late Registration (on or after 1 October 2017) |
| Lunch: ___ Tuesday ___ Wednesday ___ Thursday | ___ X \$50.00 | ___ X \$55.00 |
| Tuesday: ___ Cultural Event | ___ X \$60.00 | ___ X \$65.00 |
| Thursday: ___ Gala Award Ceremony | ___ X \$75.00 | ___ X \$80.00 |
| Friday: ___ Technical Field Tours | ___ X \$50.00 | ___ X \$55.00 |
| TOTAL (US dollars) | | |

Method of Payment: Make all cheques and money orders payable to CWWA (Please note on your cheque or money order payment is for the CWWA 2023 Conference Participant's Registration). Forms can be completed online and emailed to cwwaconference2023@gmail.com; or conference@cwwa.net.

CWWA's preferred method of payment is wire transfer - instructions are attached.

Form of Payment: Wire Transfer Cheque No. ___ Money Order Credit Card: MC VI:

Name on Card

Card Number

Expiration Date

CVV

Billing Zip Code

Card Holder's Signature

Instructions to Remit Funds to Republic Bank Limited via SWIFT MT100

| US Dollars ONLY- 3rd Party Transfer | | |
|--|-------------------------------------|---|
| FIELD | ACTION | |
| 56 | Intermediary Bank (Pay-Thru Bank) | FW 026 009 593 BANK OF AMERICA 100 West 33 rd Street New York, New York 10001 USA SWIFT ADDRESS: BOFAUS3N |
| 57 | Account with Institution INO: | A/C 65503 52163 Republic Bank Limited Port of Spain, Trinidad SWIFT ADDRESS: RBNKTPX |
| 59 | Account No. Beneficiary Customer | Caribbean Water and Wastewater Association (CWWA) Account Number: 350 147 585 401 |
| 70 | Details of Payment | Provide details of Payment (e.g. reference number, invoice number etc.) |