



EXHIBITOR MANUAL



HOTEL ACCOMMODATIONS

Guyana Marriott Hotel Georgetown
Block Alpha, Kingston
Georgetown, Guyana

The CWWA Conference has reserved a block of rooms with specially negotiated rates for our attendees. To avail of the special rate, reservations must be made by **9/22/23**. We advise you to make your bookings directly with the hotel by clicking the link below:

TRANSPORTATION

The hotel does not provide transportation from the airport. However, there will be a taxi service with CWWA signage available at the airport for arranging transportation to the hotel. Please ensure you have **cash on hand**, approximately **40 USD** from Cheddi Jagan International Airport (Timehri), for the taxi fare.

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>

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 Guyana. 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

ELECTRICITY REQUIREMENTS

Included: Standard 110v supply with a double outlet plug and lighting in each booth. Southex can accommodate for 220v supply or 3-phase, but please note that an additional charge may apply. For further assistance, kindly contact Southex directly using the contact information provided above.

SHIPPING INSTRUCTIONS

When shipping your boxes, it is necessary to use a Customs Broker to facilitate the customs clearance process. If you are shipping packages that can be handled by FedEx, DHL, or UPS, you may ship them directly to Guyana. However, for larger shipments, it is required to ship to Miami, where your shipment will be consolidated and coordinated for forwarding to Guyana, ultimately reaching the Marriott.

Items being shipped to Miami should bear the address below:

EPIC C/O
DESTINY COURIER
10049
NW 89TH AVE BAY 20,
MEDLEY, FLORIDA 33178
Attention - Peter Khan
305-987-4700

Below is the information for the preferred Customs Broker:

Express Cargo Service and Trade Facilitators
19 20 21 Cactus Street West Ruimveldt
Georgetown, Guyana



Contact:

Colin Barker
Tel (592) 501-6931
Cell (592) 681-7567
Email: barkercolin42@yahoo.com

Once you have contacted the Customs Broker, they will provide you with all the necessary information required for shipping your boxes, including customs forms, shipping templates, shipping time, and costs. Please arrange payment for these services directly with Express Cargo Service and Trade Facilitators. Kindly note that these costs cannot be charged to CWWA or your master account with the hotel.

If you only need to ship an **envelope containing documents**, you may send it directly to the hotel using the courier of your choice (FedEx, DHL, or UPS). However, if the package contains anything other than documents or if it exceeds the size of a standard courier envelope, it is mandatory to use a customs broker. Please be aware that couriers do not deliver on Saturdays, Sundays, or national holidays in Guyana.

ALL BOXES MUST HAVE THE FOLLOWING ADDRESS INFORMATION ON EACH BOX

Aubrey Roberts
Guyana Water Incorporated
Corporate Office
Eastern Highway
Guyana

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 Guyana via FedEx, DHL, or UPS must **arrive** no later than **September 30, 2023**. Shipments routed through Miami must **arrive** in Miami no later than Friday, September 22, 2023, and will be shipped to Guyana 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 Guyana for the purpose of the conference and that at the conclusion of the event, the items will be exported back to your country.
- The Guyana Marriott Hotel Georgetown 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.

ENTRY INTO GUYANA

CWWA is taking steps to facilitate a smooth customs-clearing process upon entry into Guyana. Additionally, it would be beneficial to have attendees' hotel reservation information readily available to address any potential confusion during the check-in process, considering the high volume of individuals checking in simultaneously. We encourage all event participants to complete and return the Participant Travel Form.

