



Exhibitor Package

Invitation to exhibit at the 2024 edition of the Caribbean Investment Forum (CIF), Georgetown, Guyana.

Caribbean Export extends an invitation to businesses in the sectors of Sustainable Agriculture, Green Economy Transition and Digitalization of Businesses to apply for a chance to exhibit at the upcoming /Caribbean Investment Forum (CIF) 2024 trade show. This premier event is scheduled to take place from July 10th to 12th at the Arthur Chung Conference Centre in Georgetown, Guyana.

Companies in the following sectors are invited to participate and exhibit at this prestigious event:

Sustainable Agriculture

Sustainable cultivation and farming methodologies which seek to protect the environment, by utilize natural resources and new technologies to meet the requirements for food and crop production of the present day without disadvantaging or compromising the natural ecosystem to serve the needs of future generations.

Green Economy Transition

The development of green, low carbon and resilient economies which encompasses the decarbonization of energy and the transition towards greener and more sustainable sources of power. This sector also seeks to create mitigation strategies to combat climate change through the development and adoption of sustainable technologies.

Digitalization of Business

The use of digital technology in all areas of business to create more efficient and interconnected business transactions; thus, fundamentally improving the speed, accuracy and value provided to all customers.

CIF2024 Booth Package

Caribbean Export exhibition packages include the following:

Cost: US\$3,500

- Booth Package include the following:
- Participants will be provided with exhibition floor space for a 10x10 ft booth.
- One (1) 10 x 10 feet prefabricated booth inclusive of One (1) electrical outlet
- Basic Booth Branding
 - Three (3) booth walls. Dimensions: 126" x 102" inches (per panel left, right and back)
 - Header Board Dimensions: 120" x 12" inches
- One (1) Table and Two (2) Chairs
- One (1) Complementary CIF2024 Ticket
- One (1) Social Media post.
- Full access to the CIF2024 Event application which allows for business-to-business meetings to be organized, updates on activities and discussion being held during the event.

Caribbean Export will be responsible for the following:

- Caribbean Export will coordinate with booth suppliers on the construction, setup, and layout of all booths at the Caribbean Investment Forum.
- Caribbean Export will have final approval of all exhibitor booth branding images, to ensure they conform to the agency's standards and practice.
- Exhibition package details and sensitization will be provided online aimed at enhancing exhibitor's participation at the Caribbean Investment Forum. The training will cover essential aspects like booth management, networking, activities during the event, navigating the CIF2024 application and general information regarding Guyana.

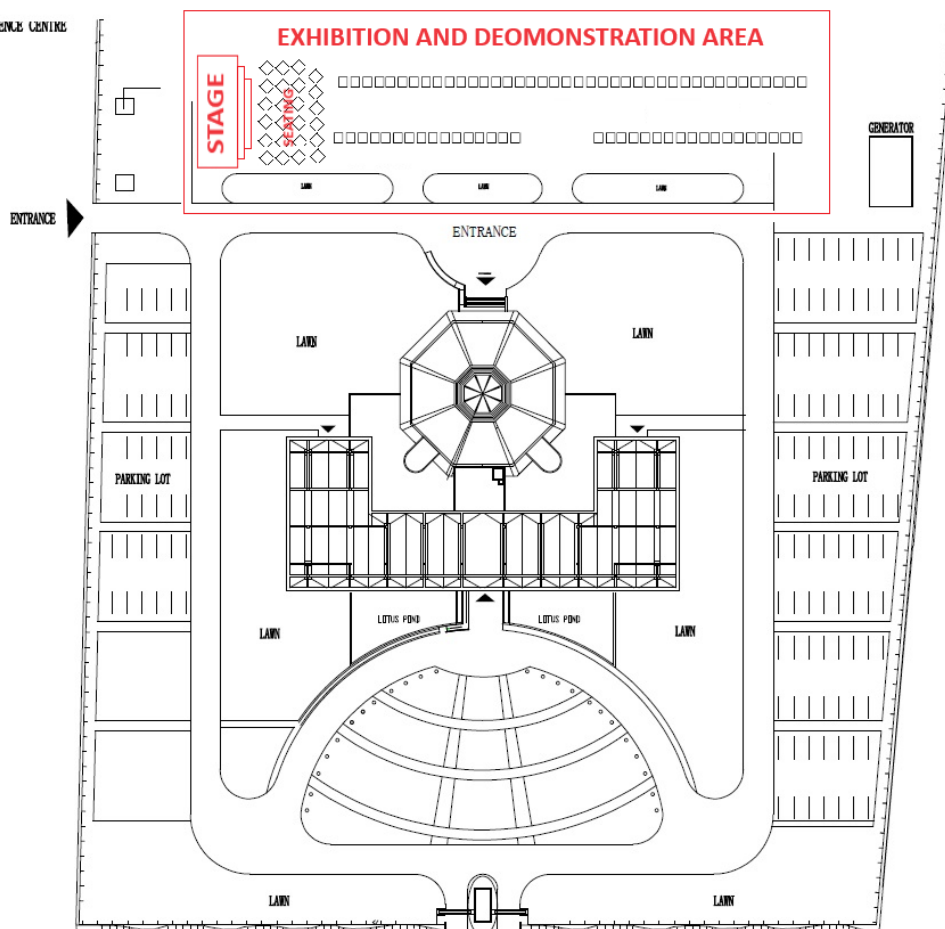
Exhibition and Demonstration Area Floor Plan

Caribbean Export will be providing 60 prefabricated booths for exhibition purposes. All booths are 10 feet x 10 feet and will be located within an air-conditioned area in the southern parking space of the Arthur Chung Conference centre.

Booth spaces are allocated on a first come first serve basis and to companies or individuals with premium privileges such as Platinum Sponsors.

Floor Plan

ARTHUR CHUNG CONFERENCE CENTRE
: LAYOUT
17 - v1



Branding and Artwork Requirements



CARIBBEAN
**INVESTMENT
FORUM 2024**



DESIGN AGENCY
Branding Partner



BOOTH BRANDING ARTWORK SPECIFICATIONS

When designing your 10ft x 10ft booth for CIF 2024, please adhere to the following design guidelines for optimal high quality printing results:

- Booth Wall Sizes (Back, Left and Right): 3 walls each designed at W126" x H102" + 5" bleed to ensure that no wording or important images lap over the edges
 - Booth Header Size: W120" x H12"
 - Resolution: 300 DPI
 - Color Mode: Preferably CMYK
 - File format: JPG/PDF/PSD/PNG

Additionally using high resolution images and graphics are recommended. This will aid in the overall presentation of your brand/company/organization's booth at CIF 2024.

*Disclaimer: Sender must ensure artwork is proof checked and print ready.
Printer is not liable for any errors detected after designs are submitted.*

(Artwork Deadline 20th June 2024, 4:30pm AST)

Exhibitors' Responsibilities

Participants will be responsible for the following:

- **Booth Requirements:** All décor and audio-visual equipment requirements such as monitors or screens are the responsibility and expense of the exhibitor. Due to the proximity of booths, audio-visual equipment should be kept to a minimum. All designs and decoration must be maintained within the 10 x 10 feet booth space allocated.
- **Branded Materials:** Exhibitors are required to submit their branding images within the specified measurements to the dedicated booth supplier with Caribbean Export in copy. Customized branding of three (3) panels and header board will be done by the dedicated supplier. Exhibitors will be responsible for the arrangements and expenses related to any additional branding requests beyond the scope of the basic package offered.
- **Marketing Materials:** Exhibitors are responsible for the printing and production of any company marketing material such as brochures, product lists etc.
- **Shipment:** Exhibitors are responsible for the transshipment and ground courier of all company products on display at the Caribbean Investment Forum
- **Return Airfare:** Where applicable, participants are responsible for arranging and covering the cost of airfare to Georgetown, Guyana.
- **Accommodation:** Where applicable, each participant is required to independently arrange and finance their stay in Guyana for the duration of the Caribbean Investment Forum.
- **Ground Transportation:** All transportation within Guyana, including travel to and from the airport, hotel and to the Aruthur Chung Conference center, and any other local travel, will be the responsibility of the participant.
- **Import License:** All exhibitors are responsible for acquiring any import license or customs clearance of all goods imported into Guyana for exhibition at the Caribbean Investment Forum
- **Security and Storage:** All exhibitors are responsible for the storage of goods or equipment at the event. Caribbean Export will not be responsible for the storage or security of items within the exhibition area for the period of the event. Exhibitors are asked to make appropriate arrangements to secure all items for the duration of the engagement.
- **Other Associated Expenses:** Any additional costs incurred during the event, including cost of shipment of samples, décor, additional tickets to CIF 2024 where applicable.

The Process

For firms interested in exhibiting at the Caribbean Investment Forum, kindly note the following steps.

Step 1: Complete the Expression of interest form found on the official Caribbean Investment Forum website at <https://caribbeaninvestmentforum.com>.

Step 2: A review will be completed and approved companies will be notified, provided with a contract for signature, and payment details for the purchase of the exhibition package.

Payments must be made via wire transfer to Caribbean Export within 30 days of receipt and approval of the invoice.

The Expression of Interest CIF 2024 form must be submitted by 3rd June 2024, 12:00 am AST.

Data Protection Clause

To participate in any activity executed or supported by **Caribbean Export**, the **Company** agrees that any information and personal data shared and collected by **Caribbean Export** will be processed for the purpose of reporting the outcomes and impact of projects and/or participation. Please note that **Caribbean Export** reserves the right to publish the **Company's** name and address, the purpose and nature of the activity, in accordance with **Caribbean Export's** Personal Data Protection Policy <https://carib-export.com/about/governance/personal-data-policy/>. Derogation from publication of this information may be granted if it could endanger the **Company** or harm its commercial interests.

For enquiries, please email exhibits@carib-export.com