



**TRADE SHOW AND EXHIBITION, 10 – 12 OCTOBER 2018
EXHIBITOR BOOTH SPACE RENTAL FEES**

All interior booth space categories, excluding Tabletop booth categories, include pipe-and-drape, one (1) 6' trestle table, two (2) chairs, one (1) wastepaper basket and one (1) 110-volt duplex plug outlet. All exterior and Tabletop booth spaces include one (1) 6' trestle table, two (2) chairs and one (1) wastepaper basket only. All exterior booth categories exclude power.

Exhibitor Category	Space Location	Dimensions (ft)	Quantity	¹ Price US\$
Major Exhibit Includes four (4) complimentary exhibitor badges.	Lobby (Interior)	20ft wide x 10ft deep	9	\$504
Major Exhibit Includes four (4) complimentary exhibitor badges.	Lawn (Exterior)	10ft wide x 20ft deep	5	\$414
Minor Exhibit Includes two (2) complimentary exhibitor badges.	Lobby (Interior)	10ft wide x 10ft deep	12	\$429
Minor Exhibit Includes two (2) complimentary exhibitor badges.	Lawn (Exterior)	10ft wide x 10ft deep	7	\$330
Tabletop Exhibits (with 110V Power) Includes two (2) complimentary exhibitor badges.	Lobby (Interior)	8ft wide x 8ft deep	8	\$340
Tabletop Exhibits (without Power) Includes two (2) complimentary exhibitor badges.	Lobby (Interior)	8ft wide x 8ft deep	8	\$200
TOTAL Exhibit Spaces			49	

ADDITIONAL BOOTH FIXTURES AND SERVICES

Infrastructure, furniture and amenities may be further expanded or customised upon exhibitor request and at additional cost in collaboration with the Lloyd Erskine Sandiford Conference Centre. A menu of prices for booth spaces and infrastructure has been provided on the Additional Booth Fixtures and Services Exhibitor Order Form below (2 pages).

¹ All prices include space rental for full event and exclude 17.5% Value Added Tax.



TRADE SHOW AND EXHIBITION, 10 – 12 OCTOBER 2018
ADDITIONAL BOOTH FIXTURES AND SERVICES
EXHIBITOR ORDER FORM

All rates quoted in Barbados Dollars and are Value Added Tax (VAT) excl.	QTY	NO OF DAYS	DAILY RATE (BDD)	DAILY RATE (USD)	TOTAL
AUDIO VISUAL EQUIPMENT					
VCR			\$50.00	\$25.00	
19" Television			\$75.00	\$37.50	
CD Player			\$75.00	\$37.50	
Flipchart w/ paper			\$70.00	\$35.00	
6 x 8 Tripod Projector Screen			\$130.00	\$65.00	
Laser Printer			\$600.00	\$300.00	
Laptop computer			\$200.00	\$100.00	
FURNITURE					
60" x 24" Table (Skirted)			\$30.00	\$15.00	
60" x 24" Table (Un-skirted)			\$25.00	\$12.50	
Table Top			\$40.00	\$20.00	
Brown Desk			\$20.00	\$10.00	
Chair			\$5.00	\$2.50	
8ft Drape Panel			\$15.00	\$7.50	
3ft Drape Panel			\$15.00	\$7.50	
8ft Upright			\$7.00	\$3.50	
3ft Upright			\$5.00	\$2.50	
Crossbar			\$5.00	\$2.50	
Small Base w/pin			\$5.00	\$2.50	
Large Base w/pin			\$7.00	\$3.50	
TELECOMMUNICATIONS* (duration of the Exhibition)					
Telephone		N/A	\$250.00	\$125.00	
Internet Wireless Access (1 day, 3 users)		N/A	\$100.00	\$50.00	
Internet Wired Access (1 day, 1 wired user & 2 WIFI users)		N/A	\$130.00	\$65.00	
Internet Wireless Access (3-5 days, 3 users)		N/A	\$250.00	\$125.00	
Internet Wired Access (3-5 days, 1 wired user & 2 WIFI users)		N/A	\$280.00	\$140.00	
Internet Access (per additional connection)			\$30.00	\$15.00	
Internet Access – DSL on Fibre (per day) - 50/10, 100/5, 150/10, 250/50 <i>Circle required speed – Conference Centre's IT Department will provide pricing.</i>					
Use of Data Point (per data point per day) Indicate # of data points required. <i>Conference Centre's IT department will provide pricing.</i>					
Bandwidth on Demand (per Mb per day)			\$190.00	\$145.00	
Telephone & Internet Access			\$300.00	\$150.00	
Telephone line for C/Card /Fax			\$350.00	\$175.00	
Handheld Radios			\$100.00	\$50.00	
Total Amount Due					



**TRADE SHOW AND EXHIBITION, 10 – 12 OCTOBER 2018
 ADDITIONAL BOOTH FIXTURES AND SERVICES
 EXHIBITOR ORDER FORM (Cont'd.)**

Delivery Date: _____ Time*: _____ Pickup Date: _____ Time: _____ On-Site Contact: _____

***You must be present at booth to accept this order.**

Exhibitor Name: _____ Booth # _____

Booth/Exhibit Name: _____

Address: _____

Authorised Contact: _____ Job Title: _____

Phone: _____ Fax: _____

Authorised Signature _____

Form of Payment: Draft Enclosed _____ (Make payable to **Barbados Conference Services Ltd.**)

Visa / MasterCard # _____ Exp. _____

Cardholder _____ Authorized Signature _____

Conditions and Regulations:

1. All furniture and equipment supplied by the Conference Centre remain the Conference Centre's property and will be removed ONLY by the Conference Centre Staff.
2. Any furniture or equipment lost or damaged during the rental period will incur a charge to the client at the replacement or repair cost, whichever is applicable.
3. Rates are quoted on a daily basis except in case where an (* or N/A) is shown.
4. Rates quoted cover delivery of all items to the booth.
5. Disputes concerning any part of the above service must be filed by exhibitor with the Conference Services Manager prior to the close of show. Disputes will be resolved by the Conference Centre in a timely manner.

Payment Terms:

1. Payments must accompany all service orders. No service order will be processed without payment.
2. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or services will not be provided.
3. Current show balances and/or charges incurred for additional services must be paid in full prior to show opening or services will be disconnected.
4. Any balances still outstanding after event closing will be charged to the exhibitor's account, if applicable.

Completed *Additional Booth Fixtures and Services Order Form* should be submitted to Barbados Agricultural Development and Marketing Corporation (BADMC) via email: cwatradeshow@badmc.org or fax: +(246) 535-6881.