



Caribbean Week of Agriculture

"Strengthening agriculture for a healthier future in the region."

October 10 - 12, 2018
Lloyd Erskine Sandiford Centre
Two Mile Hill, St. Michael, Barbados

MARKETPLACE TRADE SHOW & EXHIBITION EXHIBITORS PROSPECTUS

Organised by the
Ministry of Agriculture & Food Security (MAFS)
in association with
Barbados Agricultural Development
and Marketing Corporation (BADMC)

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Appendices:

- Exhibitor Registration Form
- Electrical Installation and Equipment Form
- Detailed List of Exhibits, Props and Furnishings
- Badge Form



OPENING HOURS

The opening hours of CWA MarketPlace – Exhibition and Trade Show are:

Wednesday, 10 October

6:00pm – 9:00 pm

Official Opening and Cocktail Reception

Thursday, 11 October

10:00am – 12:00noon

Open to Schools

10:00am – 10:00pm

General Public

1:00 pm – 5:00pm

Business2Business

Friday, 12 October

10:00am – 12:00 noon

Open to Schools

10:00am – 10:00pm

General Public

1:00 pm – 5:00pm

Business2Business

KEY DATES

Key dates for CWA 2018 MarketPlace activities are as follows:

Activity	Date (dd/mm/yyyy)	Time Period
Collection of exhibitor badges by exhibitors	08 – 10/10/2018	8:30am – 4:30pm
Event décor setup (exterior and interior) by BADMC	09/10/2018	8:30am – 6:30pm
Exterior booth load-in of large machinery by exhibitors	09/10/2018	3:00pm – 6:00pm
Interior booth infrastructure load-in and set-up by LESC	09/10/2018	Complete by 2:00pm
Interior booth load-in of equipment, etc. by exhibitors	09/10/2018	3:00pm – 6:00pm
Interior booth set-up by exhibitors	09 – 10/10/2018	8:30am – 4:30pm
Food and beverage service setup by LESC	10/10/2018	Complete by 5:15pm
Official opening ceremony by CWA Steering Committee	10/10/2018	6:00pm – 9:00pm
Trade Show Patron Day 1	11/10/2018	10:00am – 10:00pm
Trade Show Patron Day 2	12/10/2018	10:00am – 10:00pm
Interior/exterior booth breakdown by exhibitors	13/10/2018	8:30am – 4:30pm



RIGHTS OF THE BARBADOS AGRICULTURAL DEVELOPMENT AND MARKETING CORPORATION (BADMC)

1. BADMC reserves the right at all times to insist on the proper adherence to all rules and other conditions developed for safety, comfort and proper aesthetics of the exhibition.
2. Wherever possible, BADMC will try to satisfy the exhibitor's preference with regard to exhibition space. However, BADMC reserves the right at all times and without explanation, to allocate floor space in keeping with the aesthetics and the need to ensure the efficiency and safety of the exhibition.
3. BADMC further reserves the right to remove/eliminate a floor space(s) that they consider may cause a problem at a later time.
4. BADMC cannot be held responsible for any alterations made by the owners of the building between the contract date and the opening date.

BOOTH SPACE RENTAL PRICES

1. The cost for the rental of floor space for the duration of the Exhibition, in US funds and inclusive of 17.5% VAT (Value Added Tax):

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	

PAYMENT AND REGISTRATION

1. 60% Non-refundable deposit payment of the total cost of exhibit space(s), and the completed exhibitor booth registration form are due by Friday, 31 August 2018 to complete registration. All payments made after Friday, 31 August 2018 should be in full. The Exhibitor Booth Registration Form is attached – Appendix I.

¹ All prices include space rental for full event and exclude Value Added Tax to be charged at legislated prevailing rates.



TRADE SHOW & EXHIBITION • EXHIBITORS PROSPECTUS

2. Second payment – balance – must be paid by Friday, 14 September 2018. If full payment is not received by Friday, 14 September 2018, the reserved exhibit space(s) and deposit may be forfeited.
3. There will be no refunds on deposits made.
4. On receipt of the Registration Form and 60% deposit or full payment, a contract, in duplicate, will be sent to the exhibitor for signing and return to BADMC via the following methods.

By fax: (246) 536-8881

By email: cwatradeshow@badmc.org

5. Payment in full of all fees and other charges must be made according to payment schedule outlined in the contractual agreement. Failure to make full payment by the deadline date will result in the cancellation of reservation for exhibition space. There will be no refund of monies already paid
6. Please note that payments from overseas exhibitors must be in the form of a bank draft or an international money order (IMO) drawn in US currency and payable on or before Friday, 31 August 2018 (deposits), and Friday, 14 September 2018 (balances). These should be made payable to: Barbados Agricultural Development and Marketing Corporation. Foreign cheques, drafts, etc. should include an additional cost of BDS\$10.00 (US\$5.10) for the service fee.
7. Overseas exhibitors paying by wire transfer MUST pay all fees associated with this transfer including those that will accrue to BADMC.
8. Payments being made after the deadline (Friday 14 September 2018) will only be accepted in the form of a direct debit or in cash.
9. There is a \$50.00 (US\$25.50) fee for all dishonoured/returned cheques.

WITHDRAWALS

1. Exhibitors that withdraw from participating in the exhibition after the PAYMENT DEADLINE (14 September 2018) WILL NOT be refunded monies already paid and it will not be carried forward to any ensuing CWA event. Those withdrawing prior to the deadline will be refunded money previously paid, less 25% of the amount for administrative expenses.

DECORATING GUIDELINES AND RESTRICTIONS

1. The price of the floor space includes a pipe and drape booth, one (1) 6ft table and two (2) chairs, waste paper basket and one (1) duplex electrical 110v outlet. The open floor spaces in the lobby are not piped and draped.
2. All pipe and drape booths will go to a height of 8ft. at the back and 3ft. at the sides.
3. Those exhibitors constructing their own booths are asked to note that it is against BADMC regulations to erect booths which disadvantage neighbouring exhibitors at the back and/or side. The permission of BADMC is required for any change to this regulation prior to the erection of any such booths.
4. Exhibitors erecting booths are advised that unfinished and/or unpainted backs or sides of booths are not permitted.
5. Exhibitors are not permitted to use any flammable materials, decorations or coverings.
6. Signs, other decorations, or advertising materials cannot be displayed outside of the booth space, on the building housing the Exhibition or its environs. Such materials must be displayed within the booth or at other locations authorised by the BADMC.



7. Exhibitors must not disfigure, mark or in any other way deface floors, carpets or walls of the Conference Centre. Exhibitors will be held liable for any damage made to the floors or the walls of the building. The use of permanent adhesives or any type of tape to attach covering to the floor or the walls is forbidden. Direct painting on the floors or the walls is also forbidden.
8. No posters or paper of any kind are to be fastened to the walls of the building.
9. Exhibitors using nylon or any other type of string on the walls must ensure that there is a protective covering underneath to prevent the nylon or string from removing the paint or causing any damage to the walls.
10. Painting and sawing are not permitted in the building as the odour and dust particles get into the air-conditioning vents creating challenges for people with respiratory problems. Exhibitors are requested to pass this information onto those persons/companies constructing booths on their behalf.
11. Exhibitors are required to provide protective covering to surfaces and property of the Lloyd Erskine Sandiford Centre i.e. carpets, etc., to ensure that no damage is caused. Exhibitors will be held liable for any damage incurred.
12. Sound levels for audio equipment in exhibitors' booths must be kept at a level which will not disrupt or disturb the activity of neighbouring exhibitors.
13. Sides of booths are not to exceed 4ft. high and the backs are not to exceed 8ft. high. Any participant who would like to exceed these specifications MUST seek the permission of BADMC no later than Friday, 14 September 2018, and provide a detailed plan with the exact dimensions of the special requirements along with the reasons for exceeding the specifications. No variance may be made without the expressed written permission of the BADMC.
14. All displays, props, exhibits, etc. must remain in the booth area to allow for a free flow in the aisles. Exhibitors with displays, props, exhibits, etc. outside of their designated booth areas will be asked to remove them, failing which security will be instructed to do so. The Lloyd Erskine Sandiford Centre does not have storage facilities.

SUBLETTING

1. Subletting or licensing of exhibition space by exhibitors, or the use of space by persons or agencies not authorised by BADMC is prohibited.

SITE VISIT

1. An official site visit will be arranged prior to the start of the set-up dates for CWA 2018 MarketPlace. Exhibitors will be notified of the date in advance.
2. Exhibitors are reminded that the Lloyd Erskine Sandiford Centre is a government building and is, therefore, under the charge of Government Security Personnel. Exhibitors wishing to visit the site before this date is announced MUST make the necessary arrangements through BADMC. BADMC will seek the permission of the Management of the Lloyd Erskine Sandiford Centre who in turn will advise the Security Personnel.
3. The Security Personnel at the LESC is not obligated to facilitate any site visits by exhibitors who have not arranged to do so in advance.

SET-UP PROCEDURES

Key Set-up Schedules are outlined below:



Collection of exhibitor badges by exhibitors	08 – 10/10/2018	8:30am – 4:30pm
Event décor setup (exterior and interior) by BADMC	09/10/2018	8:30am – 6:30pm
Exterior booth load-in of large machinery by exhibitors	09/10/2018	3:00pm – 6:00pm
Interior booth infrastructure load-in and set-up by LESC	09/10/2018	Complete by 2:00pm
Interior booth load-in of equipment, etc. by exhibitors	09/10/2018	3:00pm – 6:00pm
Interior booth set-up by exhibitors	09 – 10/10/2018	8:30am – 4:30pm

1. All booths, displays, products, etc. MUST be completed by 4:30 p.m. on Wednesday, 10 October 2018 in preparation for the Official Opening of CWA 2018 MarketPlace at 6.00 p.m. on the same evening.
2. Exhibitors should be aware that BADMC reserves the right to prevent any exhibitor, who has arrived after the set-up deadline has passed, from setting up. Exhibitors who have a challenge in meeting the deadlines for setting up, and who wish to set up after, MUST request permission in writing to do so prior to the deadline. Please note that in the event that an exhibitor has missed the deadline, and no permission had been sought and granted for an extension, he/she will not be permitted to participate, and NO refunds will be given.
3. No exhibitor will be granted permission to set-up unless all monies have been paid.

MANNING BOOTHS

1. Booths must be adequately and constantly manned at all times during the opening hours of the exhibition.

PRODUCT/SERVICE RANGE

1. Exhibitors will be required to submit detailed lists showing the products and/or services to be displayed at the show. This list must be submitted to BADMC no later than Friday, 14 September 2018. Exhibitors are advised that product(s) made only for display at the exhibition should be clearly marked "FOR DISPLAY ONLY".
2. The range of products and/or services to be on display should be listed on the Registration Form. In the event that product(s) and/or service(s) are found to be on display and not listed on the Registration Form, the exhibitor will be asked to remove the product(s), service(s), literature, pictures or any other reference to same.
3. Exhibitors may be requested to bring in a sample(s) of their product(s) for approval to ensure that they meet the standard set for the exhibition.

SAMPLING

1. Sampling of foods and beverages will only be permitted within the exhibition booths, or in any other areas specifically designated for this purpose by BADMC. Eating and drinking while walking through the Exhibition will not be allowed
2. Persons preparing foods and beverages for members of the public are only permitted to offer sample sizes. Prepared foods (meals) MUST NOT be offered for sale to members of the public as this is in direct contravention to the regulations as stipulated by the Management of the Lloyd Erskine Sandiford Centre. The sale of frozen/bulk foods is allowed. However, these items MUST be properly packaged and correctly labelled as per the Barbados National Standards Institution (BNSI) labelling requirements. Useful information may be obtained from BNSI at: <http://www.bnsi.bb/>.



HEALTH CERTIFICATES

1. Under the (Barbados) Health Services (Food Hygiene) Regulations, 1969, persons offering foods and beverages for consumption by the public MUST have the necessary health certificates. These should be obtained from the Barbados Ministry of Health (Public Health Inspectors) at the Winston Scott Polyclinic, St. Michael, Barbados or your personal medical practitioner – only if both exhibitor and physician are resident in Barbados. Inspectors from the Ministry of Health (Barbados) will visit the exhibition for the duration of the Exhibition to ensure that exhibitors carrying out such activities have all of the necessary health certificates. Napkins/tissues and disposal bins must be provided.
2. There is typically no wait period for the issuance of a Health Certificate (aka Food Handling Certificate) following the physical examination by a health inspector or medical practitioner in Barbados.
3. Copies of all health certificates MUST be submitted to BADMC for submission to the Lloyd Erskine Sandiford Centre. Failure to comply with this may result in Officials of the Centre forbidding the sampling of your product(s). BADMC reserves the right to prohibit sampling at any time if it becomes disruptive, and disturbs the smooth circulation of the general public.
4. Health certificates MUST be available at all times during the days of the Exhibition for inspection by the Public Health Inspectors.

TEMPORARY RESTAURANT PERMITS

1. Exhibitors selling or sampling foods and beverages MUST, under the Health Services (Restaurants) Regulations, 1969, obtain a temporary restaurant permit. This can be obtained from the Winston Scott Polyclinic in Jemmotts Lane, St. Michael, Barbados. Copies of this permit MUST be submitted to BADMC no later than 5 October 2018.
2. The Public Health Inspectors will be on site daily to ensure that all exhibitors are complying with this requirement. Exhibitors who are found not to have the proper permits will not be allowed to operate for the duration of the Exhibition.
3. Permits MUST be readily available at all times for verification by the Public Health Inspectors.

LIQUOR LICENCES

1. Exhibitors having any type of alcoholic beverages, whether for sale or sampling, must obtain an Occasion Liquor Licence from the Magistrates' Court at the Central Police Headquarters, Bridgetown, Barbados. The fee is \$100.00 per company per day.
2. There is typically a wait period of 14 days following submission of the application.
3. Copies of this permit MUST be submitted to BADMC no later than 5 October 2018.
4. Permits MUST be readily available at all times for verification by the relevant authority.

FIRE PREVENTION EQUIPMENT

1. Exhibitors will not be allowed to cook food in their booths. Exhibitors warming food using any type of apparatus are advised by the Barbados Fire Service that they must have a CO₂ fire extinguisher in their booths.



2. Members of the Barbados Fire Service are likely to visit the exhibition to ensure that those exhibitors carrying out such activities have the appropriate fire prevention equipment.

RETAIL SALES

1. Exhibitors are permitted to sell any and all items on display. However large items, such as furniture, farming equipment or machinery, should not be removed from the exhibition site before the dismantling period. Booth displays must at no time be compromised through the selling and removal of items (large or small).
2. Exhibitors are advised that only items listed on the Registration Form should be offered for sale please refer to "Product/Service Range" section on page 7). Exhibitors found to be offering items for sale that are not listed will be asked to remove such items from the premises and may be asked to withdraw their participation from the exhibition. In the event that an exhibitor is found to be in contravention to the rules, and asked to remove themselves and their displays from the exhibition site, NO refund will be given.
3. Products sold/sampled MUST be replenished in the booths before 8.45 a.m. on the exhibition days.

SOLD ITEMS

1. For security purposes, exhibitors are advised that patrons should be issued with receipt/s which should be shown to security on exiting the exhibition to indicate that they have purchased item/s from exhibitor/s during their visit.

FORM FOR REMOVAL OF ITEMS

1. Exhibits MUST not be removed from the site before 10.00 p.m. on Friday, 12 October 2018, or until members of the public are no longer on the premises. Trade Show Security will be instructed to enforce this rule in the interest of all exhibitors.
2. Should it be necessary to remove displays, props or other items from the Exhibition site on a nightly basis, BADMC MUST be notified in writing and must be given a description of all of the item(s), the date(s) of removal and the name(s) of person(s) authorised to remove the item(s).
3. Exhibitors wishing to remove items from their displays on a daily basis MUST request the removal form and complete it with the required information. It should then be brought to the Secretariat to be signed by a representative of BADMC, or a designate, before the items can be removed.
4. Kindly note that the form MUST also be used at all times including the dismantling day (Saturday, 13 October 2018) in order for items to be removed from the Centre.
5. Kindly ensure that the personnel removing your displays, props or other items on the dismantling day present this form to the Trade Show Security at the exit points.

ELECTRICAL INSTALLATIONS

1. The electrical output of Barbados is 110v 50 cycle 20 amps. Each booth space will be provided with one (1) 110v duplex outlet. Requests for outlets by exhibitors with table top spaces are limited in quantity and location and must be requested at the time of registration.



2. Payment of BB\$70.00 (US\$35.00) **MUST** be made on or before Friday, 14 September 2018. The exhibitor will be placed where the outlets are located. Additional 110v outlets for booth spaces will be provided at a cost of BB\$70.00 (US\$35.00) each.
3. The cost for a 220v outlet is BB\$120.00 (US\$60.00). All fees must be paid before the additional outlets are installed. Requests must be completed on the Electrical Installation and Equipment Form – Appendix II and submitted to the BADMC Secretariat.
4. Exhibitors **MUST** install surge protectors (UL Listed 1449 or ANSI/EEE 587-1980 or ANSI/EEE C62.41 Category B or uninterruptible power supply (UPS) systems on all electrical/electronic equipment inclusive of computers.
5. THE ORGANISERS, CONTRACTORS, SUB-CONTRACTORS OR OWNERS OF THE VENUE WILL NOT BE HELD LIABLE FOR ANY DAMAGE CAUSED TO ELECTRICAL OR ELECTRONIC EQUIPMENT BY POWER SURGES OR POWER OUTAGES.
6. Limited quantity 220v outlets are available in the following specifications:
 - (a) 220v 50 cycle 15 ampsN.B For booths requiring 220v outlets, exhibitors will be required to have on hand own multi-fitting adapter plugs as availability of this outlet is restricted and the plug sockets atypically configured at Lloyd Erskine Sandiford Centre.
7. Exhibitors **MUST** inform BADMC of ALL electronic/electrical items that are to be used by completing the Electrical Installation and Equipment Form. This form must be returned to BADMC on or before Friday, 14 September 2018. This is necessary to ensure that provisions are made for an adequate electrical supply. If a list is not provided, we cannot guarantee that the electrical supply will be adequate to operate your electrical/electronic equipment. Information should also include:
 - (a) the number of additional 110v outlets required, or in the case of the table top a request for a 110v outlet
 - (b) the number of 220v outlets required, specifying the type and amps
 - (c) the number of specific amperage of any heavy equipment or appliances, as well as of television sets, video machines, computers or similar electronic or electrical equipment to be used. Any lights which the exhibitor wishes to use should also be noted. BADMC WILL NOT be held liable for any claims in respect of equipment that is not specified/declared or which has been excluded
8. Electricians engaged by individual exhibitors **MUST** consult with the Official Electrician, designated by BADMC, before any work can be undertaken. Failure to observe this stipulation will result in the dismantling of the fixtures and fittings, and those involved will be evicted from the premises.
9. Additional electrical requirements, other than specified by exhibitors, may be provided on the payment of the requisite charges (to be negotiated and paid in advance).
10. The electrical sub-contractor on behalf of BADMC is solely responsible for the connection of all electrical equipment into the outlets being used by the exhibitors. Kindly notify the Secretariat when you are ready to make your connections. After this is completed and everything has been checked and verified, exhibitors or their representatives will be required to sign an Electrical Verification Form verifying that all electrical requirements have been met and are working as they should.
11. BADMC will not be responsible for personal injuries or damage to equipment not listed on the Electrical Installation and Equipment Form.
12. Any electrical challenges **MUST** be reported to the Secretariat as a matter of urgency and an electrician will be dispatched at the soonest possible time. UNDER NO CIRCUMSTANCES SHOULD THE EXHIBITOR OR HIS REPRESENTATIVE TRY TO RECTIFY THE SITUATION.



SECURITY

1. A twenty-four (24) hour security service by the Royal Barbados Police Force will be provided from 7.00 a.m. on Monday, 8 October 2018 until 4:30 p.m. on Saturday, 13 May 2018. Before exhibitors can dismantle their display, the Lloyd Erskine Sandiford Centre Officials MUST be allowed to remove all electrical fittings and other property as identified by BADMC. All displays, equipment and other items MUST be removed from the premises by the specified time.
2. NEITHER BADMC, ITS CONTRACTORS, SUB-CONTRACTORS OR OWNERS OF THE VENUE WILL BE HELD LIABLE FOR ANY DISPLAYS, EQUIPMENT AND OTHER ITEMS LEFT AFTER THE DEADLINE. PLEASE NOTE THAT THESE ITEMS MAY BE DISCARDED BY OFFICIALS OF THE LLOYD ERSKINE SANDIFORD CENTRE AT THEIR DISCRETION.
3. Nothing may be removed from any booth at any time during public viewing until all patrons have left the Exhibition site. Anyone contravening this particular rule will be asked to withdraw from the Exhibition. There will be NO refund of fees paid in this instance.

INSURANCE

1. BADMC will insure all common areas (i.e. bathrooms, aisles/pathways, stairs, etc.) for public liability from 8.00 a.m. on Monday, 8 October 2018 until 4:30 p.m. on Saturday, 13 May 2018.
2. Insurance cover will NOT include the floor/booth areas of the exhibition. Each exhibitor is therefore expected to carry public liability insurance for the floor/booth area with a limit of at least \$500,000.00 (US\$253,000.00) including a food and drink extension, where necessary.
3. Exhibitors carrying annual public liability insurance with their companies can request that their insurers provide an extension called "work-away". This will cover multiple locations in the event that third parties are injured whilst on any premises specified for which the company (exhibitor) is responsible.
4. Exhibitors are required to present a copy of the documentation to confirm that public liability is in place when booking their floor/booth space.
5. It is the usual practice for owners of machinery, computers, printers, video machines, television sets and other electronic/electrical equipment to insure all of these items. Consequently, BADMC, the Ministry of Agriculture and Food Security, Barbados, the Management of the Lloyd Erskine Sandiford Centre and/or Sub-Contractors WILL NOT accept responsibility for loss or damage to this type of equipment. Exhibitors are advised to ensure that existing insurance coverage will cover this type of equipment; if not, they MUST obtain the necessary coverage.
6. An itemised list of products and displays, indicating their values, MUST be submitted to BADMC BEFORE the show opens, and no later than Friday, 14 September 2018 – Detailed List of Exhibits, Props and Furnishings – Appendix III.
7. The BADMC, the Ministry of Agriculture and Food Security, Barbados, its Insurance Company, Contractors or Sub-Contractors or any other authorised person cannot and will not be responsible for stolen, lost or damaged items.
8. In the event that a claim is received by BADMC or the Ministry of Agriculture, Barbados within twenty-four (24) hours of the incident, a thorough investigation will be undertaken prior to any consideration being given. Only claims over BDS\$500.00 (US\$253.00) will be considered.
9. Claims, in respect of items which were not indicated on the itemised lists of products, displays, etc. submitted to BADMC, will not be considered.



MEDICAL/FIRST AID SERVICES

1. During the hours of the Exhibition MEDICAL/FIRST AID SERVICES will be provided on the First Floor (Room 224) on the eastern side of the building.

FURNISHINGS

1. All interior booth space categories, excluding Tabletop, 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.
2. All booth spaces with the exception of the open floor spaces will be provided with pipe and drape. Note that the maximum height is 8ft. at the back and 3ft. at the sides only.
3. Exhibitors can access via the CWA website, an order form for Additional Booth Fixtures and Services including additional chairs, tables, desks, internet access (based on availability), telephones, credit card lines and other furnishings. Completed forms can be submitted via cwatradeshow@badmc.org, to BADMC's Secretariat at the Lloyd Erskine Sandiford Centre, or to the Lloyd Erskine Sandiford Centre's help desk in the main foyer. Please note that the help desk will provide this service during the set-up days ONLY.

EXHIBITORS' BADGES

1. All exhibitor representatives will be required to wear individual exhibitor badges.
2. Exhibitors MUST submit the names of their representatives for accreditation no later than Friday 14 September 2018. There is no guarantee that badges will be ready for distribution on time if names are submitted after the deadline or if there ARE changes or additions to the list of representatives. Exhibitors are requested to print the names of their representatives legibly in order to avoid incorrect spelling on the Badge Form (Appendix IV).
3. Each exhibitor occupying an 8ft x 8ft and 10ft x 10ft booth (internal/external) will be granted two (2) accreditation badges. Each exhibitor occupying a 10' x 20' or 20' x 10' booth (internal/external) will be granted four (4) badges;
 - a. Additional Badges
Exhibitors may purchase additional badges at BB\$12.00 (US\$6.00) each payable in advance.
 - b. Changes or Amendments
A fee of BB\$15.00 (US\$8.00) per badge, payable in advance, will be charged for any changes or amendments submitted by exhibitors after the deadline of Friday, 14 September 2018, if the badge(s) has or have already been prepared/printed.
 - c. On-site Preparation of Badges
Please allow for a 12-hour preparation time for badges requested whilst on-site at the Lloyd Erskine Sandiford Centre. During the week commencing 8 October 2018, on-site requests for badges will be facilitated by BADMC's Secretariat during the hours of 10:00am and 3:00pm. The deadline for preparation of badges (additional or changes) is Thursday, 11 October 2018 at 1:00pm.
4. The exhibitor's representative receiving the badges will be expected to sign the form on receipt of the badges indicating that they have checked the badges and that all names (company and representatives) are correct.



5. Companies requesting badges by Friday, 14 September 2018 will be contacted when their badges are ready for collection. Otherwise they will be available for collection from BADMC's Secretariat, Lloyd Erskine Sandiford Centre, on Monday, 8 October to Wednesday, 10 October 2018 between 9.00 a.m. and 3.00 p.m.
6. Badges must be visibly worn at all times. However, persons may be required to produce other forms of identification in order to gain admittance to the Show.

BEHAVIOUR OF EXHIBITORS

1. A high level of professionalism is expected from ALL exhibitors towards patrons, fellow exhibitors and BADMC.
2. In the event that any inappropriate or unseemly behaviour, as determined by BADMC, is displayed by an exhibitor, the offending exhibitor may be asked to withdraw from the Exhibition with no refund given.

RESTAURANT FACILITIES / FOOD AND DRINK

1. An onsite restaurant, Tiffany Room & Food Court, offering food and drink for sale will be open at the Lloyd Erskine Sandiford Centre during the exhibition days and on a limited basis on the setup days. Tiffany Room's opening hours are 10:00 am until 6:00 pm.
2. BADMC requests that exhibitors refrain from eating in their booths and other unauthorised areas. The restaurant is provided for this purpose.

COPYING

1. Photocopying services will be available from the onsite *MarketPlace* Secretariat at BDS\$0.50 (US\$0.25) for black and white and BDS\$.75 (US\$0.40) for colour, VAT inclusive.

TELEPHONE SERVICES

1. Public telephones are available at the Lloyd Erskine Sandiford Centre.

FAX SERVICES

1. Fax services will be available. There will be no charge for incoming faxes or the transmission of local faxes. The charges for outgoing international faxes will be at the international telephone rates plus 17.5% VAT plus 10% administrative costs.

CUSTOMS BROKER

1. For customs brokerage services:



Century Customs Services Inc.
Air Cargo Terminal
Grantley Adams International
Christ Church
BARBADOS
Contact: **Mr. Junior Walrond OR Ms. Gail-Ann King**
Tel: (246) 622-1460/1
Fax: (246) 622-1462
Email: centurybrokers2000@hotmail.com
gcking@hotmail.com
vanessabrowne355@gmail.com

SHIPPING

IMPORTANT: There are no exclusive duty-free exemptions for CWA 2018 MarketPlace exhibitors.

However, kindly note the following:

1. All goods imported from CARICOM Countries are exempted from import duty provided they are accompanied by a commercial invoice and certificate of origin. They are subject to 17.5% value-added tax (VAT), which is compounded, both of which must be paid on arrival of goods as cargo or baggage.
2. All goods imported from CARICOM Countries which are not accompanied by a commercial invoice and a certificate of origin, the applicable import duty, and VAT must be paid on arrival of the goods.
3. All goods imported from extra-regional countries the import duty, and VAT, which is compounded, are applicable and must be paid on arrival of goods.
4. Any goods/equipment imported, whether from CARICOM or extra-regional countries, used for display only and re-exported after the trade show will be exempted from duty provided a customs bond to cover the duty liability is obtained or a deposit made (which will be refunded after the re-exportation of the goods).
5. The Lloyd Erskine Sandiford Centre has no storage facilities. Therefore, all freight must be taken directly to the exhibitors' booths through the various freight entrances closest to the room in which the exhibitor is located. The main entrance to the Centre MUST be kept clear at all times and MUST NOT be used as a freight entrance, as it is not intended for this purpose and creates problems for staff and visitors to the Centre.

CUSTOMS DEPARTMENT

1. Officers from the Customs and Excise Department may visit the Lloyd Erskine Sandiford Centre at any time during the period of the Trade Show.



IMMIGRATION

1. In order to facilitate the arrival of overseas exhibitors, BADMC will confirm, to the Chief Immigration Officer, the participation of those overseas exhibitors who provide BADMC with the following information no later than Friday, 14 September 2018.

- Name of Exhibiting Company
- Name of Representatives
- Passport Details
 - i. Date of Issue
 - ii. Place of Issue
 - iii. Passport Number
 - iv. Nationality
 - v. Photocopies of the first five pages of the passport. N.B. The passport number and photograph of the holder must be included among those pages.

N.B.: BADMC is not liable or responsible for any exhibitor(s) who fails to meet immigration requirements.

SERVICES PROVIDER

1. Exhibitors wishing to rent lighting, plants, accessories and/or other services, including promotional and printing services, may contact:

Renaissance Designs Inc.

Office +1 (246) 418 8326

Fax +1 (246) 418.8327

Email events@renaissancedesignsinc.com

Contact:

Ms. Andrea Thompson

Executive Director

INTERPRETATION OF RULES AND REGULATIONS

BADMC reserves the right to amend, replace or add to the Rules in the interest of maintaining the integrity of the Exhibition. Interpretation of the Rules and Regulations shall rest solely with BADMC alone and their decisions shall be final.



CWA MARKETPLACE 2018 TRADE SHOW AND EXHIBITION, 10 – 12 OCTOBER 2018
EXHIBITOR REGISTRATION FORM

N.B. Exhibitors are advised to consult the Booth Space Rental Fees and Additional Booth Fixtures and Services specifications, as well as to thoroughly read the Exhibitors' Prospectus to ensure full comprehension of the Exhibition's rules and regulations.

COMPANY.....

ADDRESS.....

Tel (.....)..... Fax (.....).....

Email..... Website.....

CONTACT PERSON 1 Name..... Job Title.....

Tel (.....)..... Mobile (.....)..... Email.....

CONTACT PERSON 2 Name..... Job Title.....

Tel (.....)..... Mobile (.....)..... Email.....

For Overseas Exhibitors requiring transportation to and from the Airport and Trade Show Venue, please provide representative(s)' travel details:

Name..... Passport No..... Flight No..... Flight Date & Time.....

Name..... Passport No..... Flight No..... Flight Date & Time.....

EXHIBITOR CATEGORY

- Agriculture Crops Livestock Forestry Fisheries
Manufacturing Agro-Processing Food & Beverages Furniture Arts & Crafts
Agro-Services Agro-Services Food Consulting Financial Services Health and Nutrition
Business Services IT/Telecommunications Transportation/Shipping & Logistics Advertising/PR/Media
Tourism Eco-attraction Restaurant Hotel
Retail Food Farm Inputs Plants Machinery/Equipment
Non-Profit Trade Association Farmers' Cooperative
NGO Local/Regional International
Education College Polytechnic University

Other (please specify).....

PRODUCTS/SERVICES

OFFERED.....

BOOTH REQUIREMENTS (Prices for duration of Exhibition)

- Booth Size Interior: Tabletop 8x8ft without Power (interior) US \$200 Tabletop 8x8ft with 110V Power (interior) US \$340
10x10ft (interior) US \$429 20x10ft (interior) US \$504
Booth Size Exterior: 10x10ft (exterior) US \$330 10x20ft (exterior) US \$414

I/We do not require our interior booth to be piped and draped. Yes No

I/We do agree to abide by all Rules and Regulations as set out in the Exhibitors' Prospectus, and any Changes, Amendments and Additions, which may arise at any future date.

Authorised Signature Position Date

A 60% non-refundable deposit payment of the total cost of exhibit space(s), and the completed exhibitor booth registration form are due by Friday, 31 August 2018 to complete registration (refer to Exhibitor Prospectus for payment remittance instructions). Completed Exhibitor Booth Registration Forms should be submitted to Barbados Agricultural Development and Marketing Corporation (BADMC) via email: cwatradeshow@badmc.org or fax: +(246) 535-6881.

BADMC'S USE ONLY

DATE FORM RECEIVED..... SIZE OF SPACE.....
DATE MONEY RECEIVED..... ID NUMBER.....
AMOUNT RECEIVED..... CONTRACT NO.....
BALANCE DUE..... DATE BALANCE RECEIVED.....



CWA MARKETPLACE 2018 TRADE SHOW AND EXHIBITION, 10 – 12 OCTOBER 2018
EVENT SPONSORSHIP PACKAGES

Sponsorship Benefits	SPONSORSHIP PACKAGE LEVELS		
	MAJOR US\$3,250	JUNIOR US\$1,750	MINOR US\$750
20x10ft internal or external booth space	X		
10x10ft internal or external booth space		X	X
Brand logo feature and/or name mention on CWA website, marketing communications	X	X	X
Product sample/brochure in CWA MarketPlace 'swag bag'	X	X	
:60 Second commercial in the "MarketPlace Moments" pre-event social/broadcast series	X	X	
Social media channel posts (Facebook, Instagram, Twitter, Google+)	X	X	X
Full-page ad in digital publication	X		
Half-page ad in digital publication		X	
Quarter-page ad in digital publication			X

COMPANY

ADDRESS

Tel (...)..... Fax (...)..... Email.....

Website.....

CONTACT PERSON 1 Name..... Job Title.....

Tel (...)..... Mobile (...)..... Email.....

EVENT SPONSORSHIP LEVEL

MAJOR US\$3,250 JUNIOR US\$1,750 MINOR US\$750

For identification and selection of sponsorship package relevant booth spaces, refer to Exhibitor Booth Space Layout on following page. I/We do agree to abide by all Rules and Regulations as set out in the Exhibitors' Prospectus, and any Changes, Amendments and Additions, which may arise at any future date.

.....
Authorised Signature Position Date

A 60% non-refundable deposit payment of the total cost of exhibit space(s), and the completed exhibitor booth registration form are due by Friday, 31 August 2018 to complete registration (refer to Exhibitor Prospectus for payment remittance instructions). Completed Sponsorship Forms should be submitted to Barbados Agricultural Development and Marketing Corporation (BADMC) via email: cwabarbados@badmc.org or fax: +(246) 535-6881.

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