****

**ENERGY EFFICIENCY AND RENEWABLES CONFERENCE 2019**

**TRADESHOW EXHIBITOR BOOKING FORM**

**Name of Event: Energy Efficiency and Renewables Conference 2019**

**Date of Event: 10th – 11th June 2019**

**Venue: Hilton Trinidad & Conference Centre, Port of Spain**

Please indicate which option/s you would like to book (see floor plan overleaf):

|  |  |  |  |
| --- | --- | --- | --- |
| **Booth Dimension** | **Insert preferred**  **Booth # here** | **Cost (TTD $ - VAT Exclusive)**  **Booth Space Only** | |
|  |  | Member | Non-Member |
| 6 ft. table space |  | $2,500.00 + VAT | $3,500.00 + VAT |

**Name of Company**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Key Contact Person**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Fax:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-mail:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We hereby agree to partner with the Energy Chamber of Trinidad and Tobago in securing a booth at the Energy Efficiency and Renewables Conference & Tradeshow based on the terms and conditions outlined.

**Booth Authorized by (BLOCK LETTERS):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE AFFIX YOUR COMPANY STAMP

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Method of Payment (Please check appropriate box)**:

Cheque: □ Cash: □ Credit Card: □ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(Note: Credit card form will be provided.)***

**GENERAL TERMS AND CONDITIONS:**

* Booth spaces include 1 skirted 6 ft. table and 2 chairs
* The company must bring their own signage and promotional material.
* Price does not include meals and refreshments. These can be purchased separately from the Hotel restaurants.
* Display space will be allocated on a ***strictly ‘first come, first served’ basis***.
* Confirmation bookings must be made on this Tradeshow Exhibitors Booking Form and should be emailed to [ariane@energy.tt](mailto:ariane@energy.tt) and [andrew@energy.tt](mailto:andrew@energy.tt) On completion and submission of the duly authorized Booking Form, subsequent notification of acceptance by the Chamber and an invoice will be sent to you with final terms and conditions. This will serve as a binding contract. A payment of 50% of the total cost is required to secure your booth within 48 hours of receipt of the invoice. The balance is due by May 15, 2019 or within 30 days of the invoice date whichever comes first.
* Cancellation Policy: If an Exhibitor cancels or reduces display space after an application has been accepted by the Chamber, they must immediately inform the Chamber in writing and shall become liable for the following cancellation/reduction charges: - 50% of the total value if the cancellation is made by 15thth May 2018. - 100% of the total value if the cancellation is made after 15 May 2019.
* The Chamber will be responsible at all times for the control of the exhibition area. The Exhibitor is responsible for their materials, equipment and other possessions as well as for the supervision of their promotional activities and their employees, contractors, suppliers and agents.
* The Exhibitor must comply with any requirements imposed on the Chamber by the Hilton Trinidad & Conference Centre in a timely manner.

**Tradeshow Floor Plan at the Hilton Trinidad and Conference Centre**

