



BMEX 2017

2nd - 5th June

*Lloyd Erskine Sandiford Centre
Two Mile Hill
St. Michael
Barbados*

Exhibitors' Prospectus

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BMEX™ 2017
LLOYD ERSKINE SANDIFORD CENTRE
2nd – 5th June 2017

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BMEX™ 2017
LLOYD ERSKINE SANDIFORD CENTRE
2nd – 5th June 2017
THEME: “BACK TO BASICS”

OPENING HOURS

The opening hours of the Trade Show are:

Friday 2nd June

9.00 a.m. – 2.00 p.m.

Open to Schools

9.00 a.m. – 4.00 p.m.

General Public (note the change)

11.00 a.m. – 4.00 p.m.

Buyers, Trade Reps.

Saturday 3rd June

10.00 a.m. – 10.00 p.m.

General Public

10.00 a.m. – 12 .00 noon

Buyers, Trade Reps.

Sunday 4th June

10.00 a.m. – 10.00 p.m.

General Public

10.00 a.m. – 12 .00 noon

Buyers, Trade Reps.

Monday 5th June

10.00 a.m. – 10.00 p.m.

General Public

BUILDUP PERIOD

The official time for the preparation of floor space/erection of booths, exhibits, other fixtures and fittings is:

Wednesday 31st May and Thursday 1st June

7.00 a.m. – 11.00 p.m.

Setting up of booths by exhibitors

OPENING CEREMONY AND AWARDS PRESENTATION

Friday 2nd June

9.30 a.m. – 10.30 a.m. (note the change)

DISMANTLING PERIOD

The official time for the dismantling of booths, exhibits, other fixtures and fittings is:

Tuesday 6th June

7.00 a.m. – 4.00 p.m.

Dismantling of booths, etc.

RIGHTS OF SHOW MANAGEMENT

1. Show Management 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, Show Management will try to satisfy the exhibitor's preference with regard to exhibition space. However, Show Management 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. Show Management further reserves the right to remove/eliminate a floor space(s) that they consider may cause a problem at a later time.
4. Show Management cannot be held responsible for any alterations made by the owners of the building between the contract date and the opening date.

PRICES

1. The cost for the rental of floor space, inclusive of VAT:

Inside:

- ❖ 8ft. x 8ft. BDS\$1,980.00 (US\$1,000.00) – BMA Members
- ❖ 8ft. x 8ft. BDS\$2,200.00 (US\$1,111.11) – Non-Members
- ❖ 8ft. x 10ft. BDS\$2,100.00 (US\$1,060.60) – Members*
- ❖ 8ft. x 10ft. BDS\$2,310.00 (US\$1,166.67) – Non-Members*
- ❖ 10ft. x 10ft. BDS\$2,330.00 (US\$1,176.77) – BMA Members
- ❖ 10ft. x 10ft. BDS\$2,585.00 (US\$1,305.56) – Non-Members
- ❖ 20ft. x 20ft. BDS\$4,520.00 (US\$2,282.83) – BMA Members**
- ❖ 20ft. x 20ft. BDS\$4,970 (US\$2,510.10) – Non-Members**
- ❖ Table Tops BDS\$540.01 (US\$272.73) – BMA Members*** /****
- ❖ Table Tops BDS\$600.00 (US\$303.03) – Non-Members*** /****

*These sizes are available upstairs only.

**These sizes are limited in quantity and are available on the ground floor only

***These are limited in quantity and are not available in all areas.

****Exhibitors will not be permitted to put additional tables in the table top spaces.

Outside

- ❖ 10ft. x 10ft. BDS\$705.00 (US\$356.06)
- ❖ 10ft. x 20ft. BDS\$940.00 (US\$474.75)

Note: First option will be given to manufacturers

RESERVATIONS

1. A 60% deposit of the total cost of floor space(s) is required in order to reserve a booth. The completed booth Registration Form must be accompanied by this deposit. The balance must be paid on or before Friday 19th May 2017. In the event that full payment is not received by Friday 19th May 2017, the reserved space(s) and deposit will be forfeited. There will be no refunds on deposits made. Exhibitors who would like to make monthly payments on a booth must make special arrangements. The Registration Form is attached – Appendix I.
2. On receipt of the Registration Form and 60% deposit or full payment, a contract in duplication will be sent to the exhibitor for signing and return to the BMA.

PAYMENT

1. 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 reservations for exhibition space. There will be no refund of monies already paid.
2. Please note that payments from overseas participants 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 12th May 2017. These should be made payable to the Barbados Manufacturers' Association.
3. **Overseas participants paying by wire transfer MUST pay all fees associated with this transfer including those that will accrue to the Barbados Manufacturers' Association (BMA). Foreign cheques, drafts, etc. should include an additional cost of BDS\$10.10 (US\$5.11) for the service fee.**

WITHDRAWALS

1. Companies that withdraw from participating in the exposition after the PAYMENT DEADLINE (19th May 2017) WILL NOT be refunded monies already paid and it will not be carried forward to the following year. Those withdrawing prior to the deadline will be refunded money previously paid less 25% of the amount for administrative expenses.
2. Payment being made after the deadline (Friday 19th May 2017) will only be accepted in the form of a bank/manager/certified cheque or in cash.
3. There is a \$50.00 (US\$25.25) fee for all dishonoured/returned cheques.

OUTSTANDING MONIES

1. Exhibitors with outstanding fees and other charges from previous shows MUST first settle all outstanding dues before they will be allowed to participate in BMEX™ 2017. Under the circumstances, exhibitors MUST also pay the current fees in full before being allowed to participate. These amounts must be paid by bank/manager/certified cheque or in cash.
2. The products of previous exhibitors with outstanding balances will not be allowed to be displayed and this includes through a third party. If found, the exhibitor will be asked to remove the display of products with immediate effect.

DECORATING GUIDELINES AND RESTRICTIONS

1. The price of the floor space includes a pipe and drape booth, one (1) 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 BMA regulations to erect booths which disadvantage your neighbour at the back and side. The permission of the BMA 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 exposition or its environs. Such materials must be displayed within the booth or at other locations authorised by the Show Management.

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 damages 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 fine dust gets into the air-conditioning vents creating difficulty 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 the 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 damages incurred.
12. Sound levels for audio equipment in participants' 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 Show Management no later than Friday 19th May 2017, providing 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 Show Management.
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 Show Management is prohibited.

SITE VISIT

1. An official site visit will be arranged prior to the start of the set-up dates for BMEX™ 2017. 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 the Barbados Manufacturers' Association (BMA). The BMA 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

1. Set-up dates are Wednesday 31st May and Thursday 1st June 2017 between the hours of 7.00 a.m. and 11.00 p.m.
2. All booths, displays, products, etc. MUST be completed by 11.00 p.m. on Thursday 1st June 2017 in preparation for the opening on Friday 2nd June 2017 at 7.00 p.m.

3. Exhibitors should be aware that Show Management 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.
4. 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 exposition.

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 the Barbados Manufacturers' Association no later than **Friday 19th May 2017**. Exhibitors are advised that product(s) made only for display at the exhibition should be clearly marked "FOR DISPLAY ONLY".
2. Only locally produced products are allowed to be displayed on the ground floor. Companies displaying imported products, and not having received special permission to do so, will be asked to remove these products immediately. Show Management reserves the right to evict the offending exhibitor. Please note that in such a case, NO refund will be given.
3. The range of product(s) and/or service(s) 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.
4. 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 Show Management. Eating and drinking while walking through the exposition 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.

HEALTH CERTIFICATES

1. Under the 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 Ministry of Health (Public Health Inspectors) at the Winston Scott Polyclinic or your personal medical practitioner. Inspectors from the Ministry of Health will visit the exhibition for the duration of the exposition to ensure that exhibitors carrying out such activities have all of the necessary health certificates. Napkins/tissues and disposal bins must be provided.
2. Copies of all health certificates **MUST** be submitted to the Barbados Manufacturers' Association 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). Show Management reserves the right to prohibit sampling at any time if it gets out of hand and disturbs the smooth circulation of the general public.

3. Health certificates MUST be available at all times during the weekend of the exposition 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. Copies of this permit MUST be submitted to the Barbados Manufacturers' Association.
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 exposition.
3. Permits MUST be readily available at all times for verification by the Public Health Inspectors.

LIQUOR LICENCE

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. The fee is \$100.00 per company per day.

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 or all items on display. However large items, such as furniture, 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. 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. Replacement of products sold/sampled **MUST** be replenished in the booths before 9.45 a.m. on the exhibition days.

SOLD/SECURITY STICKERS

1. For security purposes, exhibitors are reminded that items sold to patrons should be affixed with adhesive stickers marked "SOLD". These stickers can be collected from the BMEX™ Office at the Lloyd Erskine Sandiford Centre at any time for the duration of the exhibition.
2. Alternatively, patrons may be issued with a receipt from the exhibitor which should be shown to security on exiting the exhibition.

FORM FOR REMOVAL OF ITEMS

1. Exhibits MUST not be removed from the site before 10.00 p.m. on Monday 5th June 2017, or until members of the public are no longer on the premises. 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 exposition site on a nightly basis, Show Management **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. All exhibitors must have a Removal Form – Appendix II – signed by a Barbados Manufacturers’ Association official and which must be presented to the Show Security before exiting the building.
4. Kindly note that this form **MUST** also be used at all times including the dismantling day (Tuesday 6th June 2017) 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 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 and payment of BDS \$70.50 **MUST** be received before installation. The exhibitor will be placed where the outlets are located. Additional 110v outlets for booth spaces will be provided at a cost of BDS\$70.50 (US\$36.00) each. The cost for a 220v outlet is BDS\$117.50 (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 III.
2. Exhibitors **MUST** install surge protectors (UL Listed 1449 or ANSI/EEE 587-1980 or ANSI/EEE C62.41 Category B or uninterrupted power supply (UPS) systems on all electrical/electronic equipment inclusive of computers.
3. 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.
4. The 220v outlets are available in the following specifications: (See pictures below of the outlets)
 - (a) 220v 50 cycle 15 amps American outlet (Fig. 1)
 - (b) “ “ “ 15 amps English outlet (Fig. 2)
 - (c) “ “ “ 13 amps square English outlet (Fig. 3)



Fig. 1 American



Fig. 2 English (round)



Fig. 3 English (square)

5. Exhibitors **MUST** inform Show Management of **ALL** electronic/electrical items that are to be used by completing the Electrical Installation and Equipment Form. This form must be returned to the Secretariat of the Barbados Manufacturers’ Association on or before **Friday 19th May 2017**. 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 100v 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. Show Management **WILL NOT** be held liable for any claims in respect of equipment that is not specified/declared or which has been excluded

6. Electricians engaged by individual exhibitors **MUST** consult with the Official Electrician designated by Show Management 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.
7. 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).
8. **The electrical sub-contractor on behalf of the Barbados Manufacturers' Association (BMA) 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.**
9. **The BMA will not be responsible for personal injuries or damages to equipment not listed on the Electrical Installation and Equipment Form.**
10. **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.**
11. **Limited Electrical Supply**
 1. Exhibitors are advised that an electricity supply is not available on the outside of the building on the western side. A limited supply is available on the eastern side.
 2. Exhibitors are further advised that on the first floor (upstairs) western side, there is a limited supply of both 110 and 220 voltage power. This will influence the positioning of exhibitors who require this voltage.

SECURITY

1. A twenty-four (24) hour security service will be provided by Show Management from 7.00 a.m. on Tuesday 30th May 2017 until 11.00 p.m. on Tuesday 6th June 2017. 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 Show Management. All displays, equipment and other items **MUST** be removed from the premises by the specified time.
2. THE ORGANISERS, CONTRACTORS, SUB-CONTRACTORS OR OWNERS OF THE VENUE WILL NOT 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 exposition site. Anyone contravening this particular rule will be asked to withdraw from the trade show. There will be NO refund of fees paid in this instance.
4. Should it be necessary to remove displays or other items from the exposition site on a nightly basis, Show Management **MUST** be notified in writing and must be given a description of the item(s), the date(s) of removal and the name(s) of person(s) authorised to remove the item(s).

INSURANCE

1. Show Management will insure all common areas (i.e. bathrooms, aisles/pathways, stairs, etc.) for public liability from 7.00 a.m. on Tuesday 30th May 2017 until 11.00 p.m. on Tuesday 6th June 2017.
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, the Barbados Manufacturers' Association, 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 the Barbados Manufacturers' Association BEFORE the show opens, and no later than Tuesday 30th May 2017 – Detailed List of Exhibits, Props and Furnishings – Appendix IV.
7. The Show Producers, 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 the BMA 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 to items which were not indicated on the itemised lists of products, displays, etc. submitted to the Show Management, will not be considered.

MEDICAL/FIRST AID SERVICES

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

FURNISHINGS

1. Each booth space will be allocated two (2) chairs, one (1) table and one (1) 110v outlet free of cost.
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. For rental of additional chairs, tables, desks, internet access (based on availability), telephones, credit card lines and other furnishings, exhibitors should contact the Barbados Manufacturers' Association's Event Coordinator at the Lloyd Erskine Sandiford Centre. The name of the Event Coordinator will be provided in due course.
4. The Lloyd Erskine Sandiford Centre will set up a help desk in the main foyer for the rental of same during the set-up days **ONLY**.

EXHIBITORS' BADGES

1. All company representatives will be issued with individual exhibitor badges.
2. Exhibitors MUST submit the names of their representatives for accreditation no later than Friday 19th May 2017. 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.** – Badge Form – Appendix V

3. Each table top exhibiting company is allowed four (4) accreditation badges, free of cost; an 8' x 8' floor space six (6) badges; an 8' x 10' floor space seven (7); a 10' x 10' floor space eight (8) badges; and the 20' x 20' and open floor space twelve (12) badges.

- a. **Additional Badges**

Exhibitors may purchase additional badges, not exceeding five (5) per exhibiting company, at BDS\$11.75 (US\$6.00) each payable in advance.

- b. **Changes or Amendments**

A fee of BDS\$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 19th May 2017, but especially if the badge/s has/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 exhibition days, on-site requests for badges will be facilitated during the hours of 10.00 a.m. to 6.00 p.m. The last day for preparation of badges (additional or changes) is Saturday 3rd June 2017 at 6.00 p.m.

4. The representative of the exhibiting company 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 submitting badges prior to Friday 19th May 2017 will be contacted when their badges are ready for collection at the BMA Office up to Friday 26th May. Otherwise they will be available for collection from the Show Office, Lloyd Erskine Sandiford Centre, on Tuesday 30th May, Wednesday 31st May and Thursday 1st June 2017 between 9.00 a.m. and 6.00 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.
7. Exhibitors will be issued with a different coloured wristband marked "EXHIBITOR" daily. These wristbands should be worn continuously as long as the representative is on site.
8. Failure to comply with these rules may result in badge holders having to pay the regular admission fee of \$15.00 at the door in order to enter the Show.

BEHAVIOUR OF EXHIBITORS

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

RESTAURANT FACILITIES

1. Full restaurant facilities will be available at the Lloyd Erskine Sandiford Centre during the exhibition days and on a limited basis on the set-up days.
2. Show Management requests that exhibitors refrain from eating in their booths and other unauthorised areas. The Food Court is provided for this purpose.

COPYING

1. Photocopying services will be available from the Show Management Office at BDS\$0.40 (US\$0.20) for black and white and BDS\$0.50 (US\$0.25) 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. The Official Customs Broker for BMEX™ 2017 is:

PIERRE CUSTOMS SERVICES
14 Frère Pilgrim
Christ Church
Barbados
Tel.: (246) 437-4357
Fax: (246) 426-0797
Attention: Mr. Delano Pierre
Email: delano@caribsurf.com

SHIPPING

There is no duty free exemptions for BMEX 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 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 is applicable and must be paid on arrival of goods.
4. Any goods/equipment imported whether from CARICOM or extra regional countries and are for display only and will be re-exported after the 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 Show.

CUSTOMS PROCEDURES

1. All items for display will be allowed into Barbados free of duty provided they are re-exported after the Show. However, if goods are imported as cargo or baggage, the Comptroller of Customs may require that a Customs Bond be taken out applicable to cover the duty liability, or the duty liability may be deposited and refunded after the re-exportation of goods. The appropriate duties and other charges will become payable on those items to be sold or to be left in the Island.
2. Should overseas exhibitors wish to dispose of (i.e. sell or give away) their products notice should be given to the Customs Broker prior to Customs clearance of the goods.
3. Attached is form – Contract re: Customs Duties Appendix VIII – which MUST be completed and signed by each participating overseas exhibitor confirming their intention to pay all duties and charges involved in importing and exporting items.

IMMIGRATION

1. In order to facilitate the arrival of overseas participants, the Secretariat will confirm, to the Chief Immigration Officer, the participation of those overseas exhibitors who provide the Secretariat with the following information no later than fourteen (14) days before the opening date of the show.
 - Name of Exhibiting Company
 - Name of Representatives
 - Passport Details - : Date of Issue
 - : Place of Issue
 - : Passport Number
 - : Nationality
 - : Photocopies of the first five pages of the passport. The passport number and photograph of the holder must be included among those pages.

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

PAVILIONS

1. The pavilions for BMEX™ 2017 are:
 - Food and Beverage
 - Construction
 - Furniture and Design
 - Botanicals (Upstairs)
 - Suppliers and Services, Regional & Others (Upstairs)

SERVICE PROVIDERS

1. Exhibitors wishing to rent lighting, plants, accessories and/or other services, may contact any of the following providers or a provider of their choice.
 - a) Lighting

IGM Stage Lighting Inc.
Tel.: (246) 420-5627
Fax: (246) 420-5746
Email: info@igmstagelighting.com
Contact: Mr. Jefferson Inniss
 - b) Decorating

Events Unusual
Tel.: (246) 228-7011
Fax: (246) 435-6151
Email: events@caribsurf.com
Contact: Mr. Craig Corrie

Ms. Karen Porter
Tel.: (246) 437-0490
(246) 232-9504

Renaissance Designs Inc.
Tel.: (246) 418-8326
Fax: (246) 429-8421
E-Mail: ren_designs@caribsurf.com
Contact: Mr. David Davis

c) Exhibit Builder

FieldTech Staging Solutions Inc.
Tel.: (246) 427-8243
Fax: (246) 429-8867
Email: fieldtech@caribsurf.com
Contact: Mr. Andre Field

d) Exhibit Design, Layout and Construction

ARC Events Services
Tel.: (246) 253-4629
Email: arcevents@live.com
Contact: Mr. Philip Corbin OR
Tel.: (246) 235-0388/826-1392/421-6340
Email: adrian_chase@caribsurf.com
Contact: Mr. Adrian Chase

e) Plant Rentals

National Conservation Commission
Tel.: (246) 425-1200
Fax: (246) 424-9414
Email: ncc@caribsurf.com
Contact: Ms. Forde

f) Florists

Mrs. Hetty Atkinson
Tel.: (246) 427-2096

g) Promotional Services

A.M. Business & Event Solutions
Claire A.M. Sargeant, Manager
Tel: 230-2766 / 420-8806
Email: info@ambiznevents.com

Total Support Enterprises Inc.
John M. Smith, Manager
Tel: (246) 266-8734
Fax: (246) 423-5188
Email: totalsupport09@gmail.com
Facebook: Total Support Enterprises Inc.

h) Printing Services, Banners, Booth Design, T-shirts Printed/Embroidered

M.Grafix Inc.
Samuel Gittens
Tel.: (246) 435-0294/ 232-0836
Fax: (246) 436-5355
E-Mail: sammy@m-grafix.com

INTERPRETATION OF RULES AND REGULATIONS

Show Management 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 with Show Management alone and their decisions shall be final.

EXHIBITOR REGISTRATION FORM

COMPANY

ADDRESS

CONTACT PERSON

TEL. NO(S).

FAX NO.

E-MAIL ADDRESS

WEBSITE

- CATEGORY:
- | | | | |
|---|---|--------------------------------------|--|
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Telecom | <input type="checkbox"/> Art & Craft | <input type="checkbox"/> Education |
| <input type="checkbox"/> Tourism | <input type="checkbox"/> Shipping | <input type="checkbox"/> Culture | <input type="checkbox"/> Public Services |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Distribution | <input type="checkbox"/> Retail | <input type="checkbox"/> Associations |
| <input type="checkbox"/> Service | <input type="checkbox"/> Transportation | <input type="checkbox"/> Consulting | <input type="checkbox"/> Media |
| <input type="checkbox"/> Int'l Financial Servs. | <input type="checkbox"/> Banking | | |
| <input type="checkbox"/> Other (Specify) | | | |

N.B. Exhibitors are advised to thoroughly read the Exhibitors’ Manual for any additions or changes to the show rules and regulations.

I/We do not require our booth to be piped and draped.

PRODUCTS/SERVICES OFFERED:

.....

.....

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

.....
Authorised Signature	Title	Date

BMA’S USE ONLY

DATE FORM RECEIVED

SIZE OF SPACE

DATE MONEY RECEIVED

ID NUMBER.....

AMOUNT RECEIVED

CONTRACT NO.

BALANCE DUE

E-MAIL ADDRESS RECORDED

DATE BALANCE RECEIVED

COMMISSION

SITE NUMBER

WSPC ADVISED

PAVILION

PRINT ON SEPARATE SHEET

APPENDIX VIII

BMETM 2017

CONTRACT RE: CUSTOMS DUTIES

(FOR OVERSEAS EXHIBITORS ONLY)

I/We the undersigned do hereby agree to pay all duties and other charges which may become payable as a result of the sale of any exhibits or part thereof during BMETM 2017.

This is a legal requirement.

COMPANY

ADDRESS

.....

CONTACT

TITLE

TEL. NO(S)

FAX NO.

E-MAIL

WEBSITE

.....
Authorised Signature

.....
Title

.....
Date