



**35th Annual Telecommunications Conference
&
Trade Exhibition**

**EXHIBITOR'S
INFORMATION & SERVICES
MANUAL**

**VENUE: Hyatt Regency Hotel
Port of Spain
Trinidad & Tobago W.I**

21st – 24th July, 2019

Conference Theme:

“Transitioning to a Digital Region – Opportunities & Challenges”

Welcome

CANTO 2019

CANTO 2019 - Advancing to a Digital Region

The stunning, ocean view Hyatt Regency Hotel located in Trinidad & Tobago, which offers unprecedented luxuries in the most desired location will be home to CANTO's 35th Annual Conference and Trade Exhibition (CANTO 2019). From July 21st – 24th, 2019, CANTO will explore the theme “Transition to a Digital Region – Opportunities and Challenges” with key telecom and ICT experts from over 130 countries.

Deliberations along the captioned theme will contribute to improving the state of our region and by extension the world through the harnessing of the value added from digital transformation, both for business and society, while identifying the challenges to be overcome in order to deliver premium customer value in an equalized digitally transformed ecosystem.

The conference segment of the event will be guided by the theme ‘*Transitioning to a Digital Region – Opportunities and Challenges*’, and its emergence as a key driver of sweeping change in the world around us.

The telecommunications industry is at the forefront of this transformation, both as an industry witnessing large-scale change in its market environment and as a key driver of worldwide digitalization.

The Expo element will showcase technological innovations which will assist in advancing the digitalization of the region.

From eight members to a whopping 130+ members this is a major milestone for CANTO, a Caribbean and Latin American focused Association with a global perspective.

CANTO 2019 will feature:-

- Over 500 C- Level delegates
- Over 20 conference tracks focused on ‘*Transitioning to a Digital Region – Opportunities and Challenges*’
- Over 50 booths featuring industry leading companies from around the world
- Caribbean ICT Ministerial Round Table and Breakfast Meetings
- Regulators and Operators Forum
- Small Operator Round Table (Opportunities and Challenges)
- Caribbean Women in ICT Breakfast Meeting
- GSMA Mobile Training

Do Business, network, exhibit and enjoy great entertainment! CANTO beckons you to join us at CANTO 2019, Hyatt Regency Hotel -Trinidad & Tobago- home of the CANTO Secretariat.

For more information on CANTO 2019 visit http://www.canto.org/annual_conference

Your receipt of this Manual is an indication that your company has committed to exhibiting at CANTO's 35th Annual Telecommunications Trade Exhibition. Exhibitors are requested to ensure that the following activities have been completed.

HOTEL REGISTRATION

Exhibitors are responsible for making their own hotel accommodation. Please secure your hotel reservations online by visiting www.canto.org/canto2019

This will take you to the conference page. Please note that registration for hotel accommodation is done online.

CONFERENCE REGISTRATION

You must be registered with CANTO to take advantage of the special hotel rates. If you have not yet registered for the event please do so now by visiting the link <http://www.canto.org/canto2019> and clicking on the Registration button.



GENERAL INFORMATION

VENUE

The venue for the event and relevant contact details are listed hereunder.

Hyatt Regency
Trinidad & Tobago West Indies
Port of Spain
Trinidad

For information you can contact the following:

Imani Farier
Event Planning Manager

HYATT REGENCY TRINIDAD
1 Wrightson Road, Port of Spain
T: + 1 868 821 6439 F: +1 868 821 6433
M: +1 868 465 2939 E: Imani.Farier@hyatt.com

DATES AND EXHIBITION VIEWING HOURS

The Conference and Trade Exhibition will run from 21 to 24 July, 2019.
The tentative schedule for Exhibition viewing is listed in the table below:

Exhibition Viewing Hours

Day	Exhibition Hours
Sunday 21 st July, 2019	07:30 p.m – 9:00 p.m
Monday 22 nd July 2019	12:45 p.m – 5:00 p.m
Tuesday 23 rd July, 2019	12:45 p.m – 5:00 p.m
Wednesday 24 th July, 2019	9:00 a.m – 2:00 p:m

CANTO reserves the right to decide the time and dates for the opening and closing of the Exhibition and Conference Sessions.



Provisional Move – In / Move –out

DATE	MOVE –IN	MOVE- OUT
Saturday 20th July, 2019	12:00 noon – 6:00 pm	
Sunday 21st July, 2019	9:00 am – 12 noon	
Wednesday 24th July, 2019		5:00 p.m

SECRETARIAT HOURS

DATE	DURATION
Saturday 20th July, 2019	10:00 a.m – 6:00 p.m
Sunday 21st July, 2019	8 :00 a.m - 5:00 p.m
Monday 22nd July, 2019	8:00 a.m - 5:00 p.m
Tuesday 23rd July, 2019	8:00 a.m - 5:00 p.m
Wednesday 24th July, 2019	8:00a.m – 12:00 Noon



COORDINATION OF EXHIBITION ACTIVITIES

The CANTO Secretariat will coordinate exhibition activities and issuance of ID badges and wristbands for participants. CANTO representatives will be present to assist exhibitors in the Exhibition Hall.

CANTO Contacts

For further information on the Exhibition, please contact Ms. Teresa Wankin, email twankin@canto.org or Ms. Carmen Ramlal email: cramlal@canto.org or Tricia Balthazar email: tbalthazar@canto.org at the CANTO Secretariat 67, Picton Street, Newtown, Port of Spain, Republic of Trinidad and Tobago. Telephone: (868) 622-3770/or (868) 622 -4781 or (868) 622 - 0929 Fax: (868) 622-3751.

CONTACT INFORMATION

Following are the names and contact information for the members of the CANTO Secretariat.

SPEAKERS

Secretary General
Mrs. Teresa Wankin
Tel: (868) 622-5582 / 622-4781
Fax: (868) 622-3751
E-mail: twankin@canto.org

HOTEL RESERVATIONS

Executive Secretary
Mrs. Gloria Manzano
Tel: (868) 622-4781 / 622-3770 /622-0929
Fax: (868) 622 -3751
E-mail: gmanzano@canto.org

EXHIBITION /ADVERTISING /SPONSORSHIPS/ MEMBERSHIP

Admin. Assistant Marketing
Ms. Carmen Ramlal
Tel: (868) 622-4781 / 622-3770 /622-0929
Fax: (868) 622 -3751
E-mail: cramlal@canto.org

PUBLICATIONS

Admin. Assistant Publications
Mrs. Gail Edwards
Tel: (868) 622-4781 / 622-3770 /622-0929
Fax: (868) 622 -3751
E-mail: gedwards@canto.org

SPONSORS / INVOICING

Finance Manager
Mr. Jimmy Rodrigues
Tel: (868) 622-5582 / 622-4781
Fax: (868) 622 3751
Email: jrodrigues@canto.org

PUBLICATIONS & SPONSORSHIPS

Business Development Manager
Ms. Tricia Balthazar
Tel: (868) 622-5582 / 622-4781
Fax: (868) 622 3751
Email: tbalthazar@canto.org

The postal address for the Secretariat is as follows:

**CANTO
67 Picton Street
Newtown
Port of Spain, Trinidad**



Direct Internet Requests

For information you can contact the following:

Imani Farier
Event Planning Manager

HYATT REGENCY TRINIDAD
1 Wrightson Road, Port of Spain
T: + 1 868 821 6439 F: +1 868 821 6433

M:+1 868 465 2939 E: Imani.Farier@hyatt.com



ON-SITE REGISTRATION

Exhibitors, their Liaison Officers and Attendants who have pre-registered are required to complete their registration on site before access to the Exhibition Hall is granted. Identification Badges, bracelets, and conference materials will be issued to each participant when the on-site registration process is complete. Neither Identification Badges nor wristbands will be issued without full payment from registrants.

REGISTRATION HOURS

DATE	DURATION
Saturday 20th July, 2019	10:00 a.m – 5:00 p.m
Sunday 21st July, 2019	8 :00 a.m - 2:00 p.m
Monday 22nd July, 2019	8:00 a.m - 2:00 p.m
Tuesday 23rd July, 2019	8:00 a.m - 2:00 p.m

CONDITIONS OF ADMISSION

Except on the days and times designated for public viewing, admission to the Conference and Exhibition is restricted to registered participants and special invited guests bearing the official Conference Identification Badge.

All participants are required to wear their badges and/or colored wrist-bands to all of the activities to which their registration status entitles them.

Admission to social events will be restricted to persons bearing the designated wrist-band.

ACCESS TO BOOTHS FOR SET-UP/DISMANTLING

Exhibitors who have registered with the CANTO Secretariat and are in possession of an Identification Badge and designated wrist-band will have access to the Exhibition area during the times designated for Set-up and Dismantling.



CANTO

35th ANNUAL CONFERENCE & TRADE EXHIBITION July 21-24, 2019

Dear Exhibitor,

CANTO welcomes you to the lovely island of Trinidad. We are willing to assist you in every way possible to ensure a successful and pleasant participation at the CANTO exhibition. The move-in day for the exhibition area is Saturday July 20th at 12:00 noon

For your information, the minimum booth accessories are:

- 1 Spotlight
- 1 medium sized table (2ft. X 4ft.) and 30” height
- 2 chairs
- 1 header sign per standard booth with company name and booth number
- One double AMP electrical outlet 120V/50 Hz (single phase)
- 220 V/50 Hz (single phase can be delivered on request)
- Daily vacuuming
- If 220V/60Hz is needed, please specify before June 30th.

For further clarification or any questions regarding the booths **during** the exhibition, please call the named below:

GEORGE P SINGH JR

CEO, SOUTHEX

1-868-653-2908

1-868-653-8923

gsingh@southex.co.tt



REGULATIONS FOR ORGANIZERS AND EXHIBITORS

1. It is not permitted to attach or hang signs, decorations, banners, advertising material at the overhead spaces of the exhibition and lunch area. The exhibits must remain within the confines of their own space. Please don't obstruct the view of other exhibitors. After the exhibition all material has to be removed and the booth has to be left in the same condition as received.
2. During exhibition days the general lighting and air conditioning are on. During move-in and move-out days only the lighting will be on.
3. Maximum heights for all display booths in the Exhibition hall are 8 feet. It is not allowed to drill or punch holes in the floor.
4. Under supervision of CANTO, Kuehne- Nagel (KN) will be in charge of coordinating the inbound and outbound freight, custom clearance, local transportation/handling/unpacking and repacking, place all cargo in the designated booths, arranging attendance of custom officers to witness packaging and any bonds that need to be arranged. Mrs. Debbie Amrein of KN will also be present during the course of the event as the supervisor.
5. CANTO personnel will be present; however they are not responsible for decorating nor loading and unloading goods.
6. Decorations, signs, banners and other decorative material may neither be hung from the ceiling nor nailed, tacked, stapled or otherwise attached to the booth walls/frames. Light double sided tape is permitted, but, must be completely removed prior to move-out, without damage to the booth walls/frames.
7. It is advisable for the exhibitors to bring along their own tools (tape, fish line, scissors and hooks etc.).
8. All in-booth installations will be inspected by our technical partner for approval.
9. Free shared wireless internet access is available in the exhibition area

SAFETY AND SECURITY

1. Booths shall conform to basic safety standards and present no danger to occupants, visitors or their immediate vicinity.
2. The exhibition area has been inspected by the local fire department
3. There are fire extinguishers in the exhibition area
4. Smoking is prohibited in the exhibition area



REFRESHMENTS

Refreshments will be served in the Exhibition Hall in the coffee areas designated on the Floor Plan, at the times indicated in the Agenda

BOOTH INFORMATION

Booth Specifications and Features

The Exhibitor who has paid for an exhibition booth is entitled to:

- Syma hard wall booth (panels are 1 m wide and 2.50 m high)
- 1 spotlight
- 1 medium sized table per standard booth (2ft x 6ft) and 30” in height.
- 1 header sign per standard booth with company name and booth number
- One plastic trash receptacle
- One double AMP electrical outlet 120 V/ 50 Hz (single phase), 220 V/50 Hz (single phase) can be delivered on request.
- Vacuuming (daily vacuuming of the booth space can be made upon request with the Hyatt Personnel.
- 2 Chairs

CONTRACTORS SERVICES;

SOUTHEX Trinidad has been contracted to provide the Booths and can also assist exhibitors with booth designs and rental of additional items for the booth.

For Expo Convention Contractors please contact the person named below:

GEORGE P SINGH JR

CEO, SOUTHEX

1-868-653-2908

1-868-653-8923

gsingh@southex.co.tt



Booth Dimensions

The dimensions of the booths in the Exhibition Hall are specified below.

Booths	Dimensions (ft)	Cost (US\$) per booth
01 - 56	10ft x 10ft	4,500

Booth Header

Each Exhibitor is entitled to one header sign per standard booth. Each header sign will include the Company name and booth number.

Booth walls & frames

Decorations, signs, banners and other decorative material may neither be hung from the ceiling, nailed, tacked, stapled nor otherwise attached to the booth walls/frames. Light double-sided tape is permitted but must be completely removed without damage to the booth, before move-out. After the exhibition, all material has to be removed and the booth has to be left in the same condition as received

Tools

It is advisable for the exhibitors to bring along their own tools (tape, fishline, scissors and hooks).

Personnel

During move-in, move-out and show-days, there will always be CANTO personnel present to assist exhibitors. CANTO personnel are not however, responsible for decorating, loading/unloading of goods.

Dismantling of booth and removal of goods

Failure to remove an exhibit in the allowed time will afford the officials of Hyatt Regency hotel the right to remove all materials and place these outside the Exhibition area, with all charges to follow at no liability to the Hyatt Regency or CANTO.



CUSTOMS:

For Shipping and customs in Trinidad please contact CANTO Personnel and liaise with Debbie Amrein – Kuehne Nagal

Debbie Amrein

Exhibition Freight Specialist

Kuehne + Nagel Inc.

4724 Entrance Drive
Charlotte, NC 28273

Telephone 704-499-5935

Cell 410-804-5707

debbie.amrein@kuehne-nagel.com





Best Exhibit Award

CANTO will again award a commemorative plaque to recognize the “Best Exhibit” of the show. The company that wins this distinction will receive, in addition to the plaque, a free half-page color Advertisement in the third quarter (3Q) edition of CANTO’s technical journal, Cançion Magazine.

Judging Criteria

Exhibits will be judged by a panelist from the CANTO membership on the following criteria:

- Visual Impact
- Organization of Exhibition Material
- Availability of Information
- Quality of Staff
- Overall Impression

Judging of Exhibits

Judging of Exhibits will take place on Sunday 21st July and Monday 22nd July during the Exhibition.

Announcement of Winner

The winning Exhibit will be announced at 5:45pm on Monday 22nd July, 2019.

Responsibilities of the Winner

A representative of the company with the Best Exhibit will be required to receive the Award and be present for the photographic session that will follow the announcement.

The winning company will be required to provide a half-page color Ad for the 3Q edition of the Cançion Magazine. The specifications for the Ad are those specified in CANTO’s Advertising Prospectus.

The winning company will be requested to provide an eight-hundred (800) word article to be supplied to CANTO by 18 August, 2019.

CANTO’s Responsibilities

CANTO will publish a free half-page color Advertisement in the 3Q edition of the Cançion Magazine for the Exhibitor that wins the Best Exhibit Award, provided that the company’s 800-word article is received by 18 July 2019, CANTO will also publish it in the 3Q edition of the Cançion Magazine along with the half-page color Ad.



SHIPPING & CUSTOMS



**CANTO 29th Conference & Trade Show Exhibition
INSTRUCTIONS FOR INTERNATIONAL SHIPPING
JULY 14-17, 2013
Renaissance Aruba Resort & Casino, Aruba**

**OFFICIAL CUSTOMS BROKER and
FREIGHT FORWARDER**

