



**31st Annual Telecommunications Conference
&
Trade Exhibition**

**EXHIBITOR'S
MANUAL**

**VENUE: Hyatt, Regency
400 SE 2nd Avenue
Miami, Florida 33132
USA**

Tel: 305 358 1234

Website: www.miamiregency.hyatt.com

26th -29th July, 2015

CANTO: “Improving Lives through Broadband Innovation”

Postal Address for the CANTO Secretariat:

#67 Picton Street

Newtown

Port of Spain

Trinidad & Tobago W.I

Tel: (868) 622-4781 or 622 – 3770 or 622-0929

Fax: (868) 622-3751

Website: www.canto.org

Your receipt of this Manual is an indication that your company has committed to exhibiting at CANTO's 31st 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/canto2015

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/canto2015> and clicking on the Registration button.

GENERAL INFORMATION

VENUE

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

Hyatt, Regency
400 SE 2nd Avenue
Miami, Florida 33132
USA
Tel: 305 358 1234
Website: www.miamiregency.hyatt.com

For information you can contact the following:

Cristina Abrams/Sales Manager
cabrams@expocci.com
www.expocci.com
EXPO Convention Contractors, Inc.
15959 N.W. 15th Ave.
Miami, FL 33169
305-751-1234 ext.248; Cell:786-520-0104; Fax: 786-248-3026

DATES AND EXHIBITION VIEWING HOURS

The Conference and Trade Exhibition will run from 10th to 13th August 2014.
The tentative schedule for Exhibition viewing is listed in the table below:

Exhibition Viewing Hours

| Day | Exhibition Hours |
|---------------------------------------|---------------------------------------------|
| Sunday 26 th July, 2015 | 07:30 p.m |
| Monday 27 th July, 2015 | 1:00 p.m – 5:00 p.m |
| Tuesday 28 th July, 2015 | 1:00 p.m – 5:00 p.m |
| Wednesday 29 th July, 2015 | 1:00 p.m – 5:00 p.m (open to the public) |

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 25 th July, 2015 | 12:00 noon – 6:00 pm | |
| Sunday 26 th July, 2015 | 9:00 am – 12 noon | |
| Wednesday 29 th July, 2015 | | 5:00 p.m |



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

Operations Manager
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

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

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 W.I**



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.

| DATE | DURATION |
|--------------------------------------------|-----------------------------|
| Saturday 25th July, 2015 | 10:00 a.m – 5:00 p.m |
| Sunday 26th July, 2015 | 8 :00 a.m - 2:00 p.m |
| Monday 27th July, 2015 | 8:00 a.m - 2:00 p.m |
| Tuesday 28th July, 2015 | 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.

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 Regency personnel.
- 2 Chairs

CONTRACTORS SERVICES;

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

For Teamwork Event Specialists please contact the person named below:

Cristina Abrams/Sales Manager
cabrams@expocci.com
www.expocci.com
EXPO Convention Contractors, Inc.
15959 N.W. 15th Ave.
Miami, FL 33169
305-751-1234 ext.248
Cell:786-520-0104
Fax: 786-248-3026



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 delegates who visit the booths plus exhibitors based on the following criteria:

- Visual Impact
- Overall Appearance
- Creativity

A one page flyer listing all the exhibitors with their respective booth numbers will be given to each exhibitor and visitor upon entry of the exhibition hall. Each visitor and exhibitor will select their favorite booth based on the above mentioned criteria. The visitor and exhibitor will then place their completed flyer in a box located by the entry and exit doors for tabulation by the CANTO team.

The points will be tabulated and the booth which receives the most votes wins

Judging of Exhibits

Judging of Exhibits will take place from Sunday 26th July and end at 3:00PM on Monday 27th July, 2015 during the Exhibition.

Announcement of Winner

The winning exhibit will be announced at 4:30pm on Monday 27th July, 2015.

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 a twelve hundred (1,200) word article to be supplied to CANTO by 31st August, 2015.

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 1,200 word article is received by 31st August, 2015. CANTO will also publish it in the 3Q edition of the Cançion Magazine along with the half-page color Ad.