

# TRINIDAD AND TOBAGO MISSION TO BARBADOS



May 13<sup>th</sup> – 17<sup>th</sup> 2005  
BMEX 2005, BARBADOS

**TIDCO** *Tourism and Industrial Development Company  
of Trinidad and Tobago Limited*





## MISSION TO BARBADOS

MAY 13<sup>TH</sup> – 17<sup>TH</sup> 2005

### **PARTICIPATION FEE**

**Members US\$850.00 + Vat**

**Non-Members US\$950.00 + Vat**

(TT\$6.30 to US\$1.00)

#### **Participation fee includes:**

- *Logistics Administration*
- *Airport Transfers*
- *Mission Polo Shirt*
- *Booth space- 6.5ft. X 8ft.*
- *Rental of tables and chairs*

#### **Exhibition space will be assigned on a first pay basis.**

*The exhibitor must arrange additional items required for exhibit not specified in this contract with the TTMA prior to the mission opening.*

**BMEX 2005**  
**SHERBOURNE CONFERENCE CENTRE**  
**14 – 16 MAY 2005**

### **OPENING HOURS**

The opening hours of the Fair are:

#### **Saturday 14 May**

10.00 a.m. - 10.00 p.m. General Public  
10.00 a.m. - 10.00 p.m. Buyers, Trade Reps.

#### **Sunday 15 May**

10.00 a.m. - 10.00 p.m. General Public  
10.00 a.m. - 10.00 p.m. Buyers, Trade Reps.

#### **Monday 16 May**

10.00 a.m. - 10.00 p.m. General Public  
10.00 a.m. - 10.00 p.m. Buyers, Trade Reps.

### **BUILD UP PERIOD**

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

Friday 13 May 7.00 a.m. - 11.00 p.m.

### **DISMANTLING PERIOD**

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

Tuesday 17 May 7.00 a.m. - 11.00 p.m.

### **OPENING CEREMONY**

Friday 13 May 7.00 p.m.

Sherbourne Convention Centre is approximately 4-5 miles from Accra Beach Hotel & Resort

### **BMEX 2005**

The Barbados Manufacturers' Exhibition

BMEX (Barbados Manufacturers' Exhibition) is the annual trade fair promoted by the Barbados Manufacturers' Association (BMA). BMEX provides the opportunity for producers to present their products to the general public. It was raised to the level of an international fair in 1997.

### **EXHIBITION VENUE**

BMEX 2005 14 - 16 May 2005

Sherbourne Conference Centre, Two Mile Hill,  
St. Michael, Barbados

Telephone: (246) 426-4474/427-9898  
Fax: (246) 436-5182  
E-Mail: [bmex-products@sunbeach.net](mailto:bmex-products@sunbeach.net)  
Website: [www.bmex2005.com](http://www.bmex2005.com)

## HOTEL ACCOMMODATION

### ACCRA BEACH HOTEL & RESORT \*\*\*\*

Rockley, Christ Church, Barbados  
Tel: (246) 435 8920  
Fax: (246) 435 6794  
Website: [www.accrabeachhotel.com](http://www.accrabeachhotel.com)

Accra Beach Hotel & Resort is centrally located on the beautiful South Coast of Barbados, just a short distance from the Grantley Adams International Airport and the picturesque capital city of Bridgetown.

ROOM TYPE	ACCOMMODATION	COST (US\$)
Standard	Single / Double	168.00

*Rates include all taxes and daily breakfast.*

*Please provide a credit card number and expiration date to confirm your reservation & ANY ADDITIONAL REQUESTS*

*American Express, Master Card, Visa Card, Diner Card, Travelers Cheques or Cash will be accepted.*

## AIR TRANSPORTATION

**Return Airfare: TT\$1,020.50 (all taxes included)**

Flight schedule is as follows:

### Friday May 13<sup>th</sup> 2005

FLT: **BW700** LV Port of Spain - 07:50 a.m.  
AR Bridgetown- 08:40 a.m.

### Tuesday May 17<sup>th</sup> 2005

FLT: **BW427** LV Bridgetown – 12.55 p.m.  
AR Port of Spain – 1.50 p.m.

Reservations are to be made directly with:

#### BWIA GROUP DESK

BWIA Sunjet House, 30 Edward Street, Port of Spain

Contact: Ms. Charisma Porter

Tel: (868) 625-5100 Telefax: (868) 625-1025 E-mail: [groupspos@bwee.com](mailto:groupspos@bwee.com)

Payments to be made directly to BWIA GROUP DESK

**DEADLINE FOR BOOKING AND PAYMENT OF YOUR TICKET: APRIL 20<sup>TH</sup> 2005**

## AIRPORT TRANSPORTATION

Ground Transfers from Airport to Hotel will be available. Ground Transfers to and from Sherbourne Conference Centre available for set up and break down of exhibition. General Transport cost is approximately US\$10.00 per person.

#### BOYCE'S TOURS

Grazettes Court, St. Michael, Barbados Tel: (246) 425-5366 Fax: (246) 424-1455 E-mail: [tours@boycestours.com](mailto:tours@boycestours.com)

#### CORBIN'S CAR RENTALS INC.

Upper Collymore Rock, St. Michael, Barbados. Tel: (246) 427-9531 Fax: (246) 427-7975 E-mail: [rentals@corbincars.com](mailto:rentals@corbincars.com)

#### COURTESY RENT-A-CAR

Wildey, St. Michael, Barbados. Tel: (246) 431-4160 Fax: (246) 429-6387

**PARTICIPANTS ARE RESPONSIBLE FOR THEIR BOOKINGS AND SAMPLES  
ALL FORMS MUST BE COMPLETED AND RETURNED TO TTMA SECRETARIAT BY APRIL 15<sup>TH</sup> 2005**



**Trinidad and Tobago Manufacturers' Association**

#42 Tenth Avenue, Barataria

TTMA Building

Tel: (868) 675-TTMA (8862), Fax: (868) 675-9000

Website: [www.ttma.com](http://www.ttma.com), E-mail: [membership@ttma.com](mailto:membership@ttma.com) or [trade@ttma.com](mailto:trade@ttma.com)

**MISSION TO BARBADOS  
May 13<sup>th</sup> – 17<sup>th</sup> 2005  
PARTICIPATION AGREEMENT**

Please complete and return this contract with your payment to the TTMA office listed above. Exhibition space will be assigned on a first pay basis.

(PLEASE TYPE OR PRINT CLEARLY)

**COMPANY PROFILE:**

COMPANY TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

YEAR CO. ESTABLISHED \_\_\_\_\_ NO. OF EMPLOYEES \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_ WEBSITE \_\_\_\_\_

Have you paid your membership dues for the year 2005? YES  NO

**REPRESENTATIVE (S) PROFILE (S):**

	NAME	POSITION	PASSPORT NO.	POLO SIZE
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

ROOM TYPE \_\_\_\_\_ QUANTITY \_\_\_\_\_

**METHOD OF PAYMENT FOR HOTEL ACCOMMODATION:**

CASH  CREDIT CARD  TRAVELERS CHEQUE

VISA  MC  AMEX  Number: | \_\_\_\_\_ | | \_\_\_\_\_ | | \_\_\_\_\_ | | \_\_\_\_\_ |

Expiration: | \_\_\_\_\_ | | \_\_\_\_\_ | Name: \_\_\_\_\_  
Month Year



## **SHIPPING/CUSTOMS BROKER**

The Official Customs Brokers for BMEX 2005:

**PIERRE CUSTOMS SERVICES**

**14 Frere Pilgrim**

**Christ Church**

**Barbados, W.I.**

**Tel: (246) 437-4357**

**Fax: (246) 426-0797**

**Attention: Mr. Delano Pierre**

**E-Mail: [dpierre@bstinet.com](mailto:dpierre@bstinet.com)**

All shipments must be accompanied by the following documentation, advanced copies of which should be faxed to Pierre Customs Services (attention Mr. Delano Pierre) if possible:

Five (5) copies of Commercial Invoices (Specimen attached – Appendix VI). (For shipments out of Caricom, Commercial Invoices should be supported by Certificate of Origin – Appendix VII).

Three (3) copies of Bill of Lading/Airway Bill showing freight charges.

Three (3) copies of Packing List.

Three (3) copies of Insurance Certificate showing type of coverage e.g. port to port, port to door/warehouse.

All Commercial Invoices should be signed by the Exporter.

All hard exhibits should arrive in Barbados no later than *Monday 2 May 2005*. Perishable items can be cleared a minimum of two (2) days prior to the start of the exhibition.

***ALL RELEVANT DOCUMENTATION SHOULD BE RECEIVED BY THE CUSTOMS BROKERS NO LATER THAN SEVEN (7) DAYS PRIOR TO THE ARRIVAL OF THE SHIPMENT.***

The fee for clearance of items and for their delivery to the Fair site and to the port at the end of the Fair must be paid to the Customs Brokers by the exhibitor.

The SCC 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 SCC **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 visitors to the SCC.

## **CUSTOMS DEPARTMENT**

Officers from the Customs and Excise Department may visit the Sherbourne Conference Centre at any time during the period of the Fair.

**APPENDIX I  
BMEX 2005**

**14 – 16 MAY**

**EXHIBITOR REGISTRATION FORM**

COMPANY .....

ADDRESS .....

..... CONTACT .....

TEL. NO.(S) ..... FAX NO. ....

E-MAIL ADDRESS ..... WEBSITE .....

- CATEGORY:     Manufacturing                       Telecom                       Art & Craft                       Education  
                   Tourism                                       Shipping                       Culture                               Public Services  
                   Agriculture                                   Distribution                       Retail                                 Association  
                   Service                                         Transportation                       Consulting  
                   Intl.Financial Servs.                       Banking                               Media  
  
 Other (Specify) .....

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

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**BMA'S USE ONLY**

DATE FORM RECEIVED .....

DATE MONEY RECEIVED .....

AMOUNT RECEIVED .....

BALANCE DUE .....

DATE BALANCE RECEIVED .....

SITE LOCATION .....





**APPENDIX VIII**

**BMEX 2005**

**CONTRACT RE: CUSTOMS PROCEDURE**

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 BMEX 2005.

This is a legal requirement which must be adhered to.

.....  
Authorised Signature                      Title    Date

COMPANY .....

ADDRESS .....

..... CONTACT .....

TEL. NO.(S) ..... FAX NO.....

E-MAIL ADDRESS ..... WEBSITE .....