



EXHIBITOR MANUAL

16th ACS Business Forum

For Exhibitors attending the ACS Conference

Paramaribo, Suriname May 6th - May 7th 2024

SURINAME HOST



Ministry of Foreign Affairs, International Business & International Cooperation in Suriname, South America

The Ministry of Foreign Affairs in Suriname is tasked with managing the nation's external relations, diplomacy, and international cooperation efforts. In hosting the ACS Conference, it showcases Suriname's commitment to regional collaboration and economic development, led by H.E. Minister Albert Ramdin and supported by a dedicated staff.



Welcome's Message

Dear Exhibitor,

We're thrilled to have you join us at the ACS meeting in Suriname from May 6th – 7th, 2024. This manual serves as your essential guide to ensure a seamless and successful booth experience. From setup instructions to event logistics, everything you need to know is right here. Let's make your participation in this event memorable and rewarding!

If you have questions or need further assistance, please contact us at:

- dtsddirect@acs-aec.org – Association of Caribbean States Directorate for Transport, Trade and Sustainable Development (ACS-AEC)
- acs-businessforum@gmail.com – Nessa Brahim (Floor manager) of the Republic of Suriname

For urgent matters, please contact us at +5978860601 (Mobile/Whatsapp)

Sincerely,

The ACS Business Forum Planning Committee



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Benefits of participating

“

Do you know what your business opportunities are in Guatemala? Is your industry expertise needed in Trinidad & Tobago? Do you know if your product or services are demanded in Martinique or Jamaica? Become an Exhibitor in this Business Forum to identify growing and unsaturated markets, and expand your export - import horizons.

”

Minister Albert Ramdin

Minister of Foreign Affairs, International Business and International Cooperation, Suriname, South America.

YOUR EXHIBITION BOOTH

Elevate your presence and maximize your impact

Immerse your company in the heart of the 16th ACS Business Forum with an exhibition booth to showcase your brand and connect with key stakeholders. Surinamese companies enjoy a spacious 3x2m booth for USD 250,- and foreign companies receive a generous 4x2m booth for USD 500,-. There are max 2 booths available per country, shared by 2 or 3 companies.

Surinamese
Companies

USD 250,-
per 3x2m booth

Foreign
Companies

USD 500,-
per 4x2m booth

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ITEMS Included Per Booth

- Air Conditioning
- High-Speed Wifi
- Luxurious Carpet
- Country Name Board
- 55-Inch Television
- Small Garbage Bin
- Standing or Rectangular Table
- Barstools or Banquet Chairs
- Exhibition Walls
- Lighting (2 spotlights)
- 110V socket with EU/US input
- Costs of electricity used



OPTIONAL ITEMS

Catering to your specific needs

- Hostesses
- Food & Beverage Arrangements
- Brochure Stand
- Tablet on Table Stand
- Prints: Brochures, Banners, Walls
- Graphic Designs
- Additional Outlets 110V
- Additional Outlets 220V
- Additional TV 55"
- Additional TV 65"



Enhance your
BOOTH
Operations

USD 50,- per day

Enquire for price

Enquire for price

USD 40,- per day

Enquire for price

Enquire for price

USD 20,- per outlet

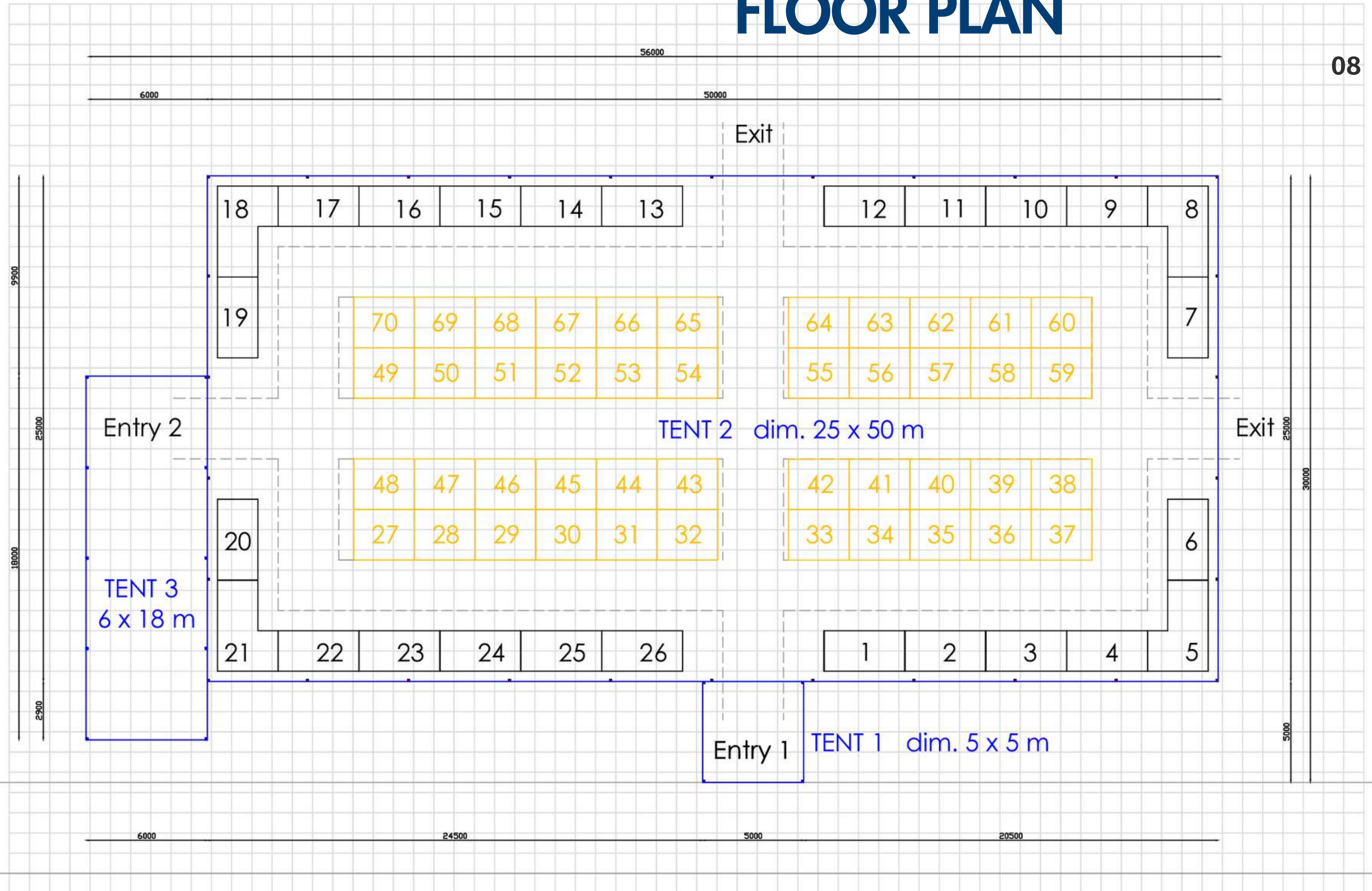
USD 30,- per outlet

USD 175,- per TV

USD 200,- per TV



FLOOR PLAN



OUR MEDIA PROGRAM

Your **Complimentary** Gateway to Unrivaled Exposure

Step into the spotlight and seize the opportunity to make your brand visible to Caribbean audiences with our comprehensive media program.

Your company will be featured in our daily highlight videos, which consists of our

- Personalized Studio Interviews and
- "Exhibitor in the Spotlight" Segment

and the videos will be widely distributed on TV and social media platforms.

Don't just attend—make a statement. Elevate your brand and leave a lasting impression. For more information, request our Media Program PDF via a.brahim@craftameleon.com, Ms Aegina Brahim



YOUR
OPPORTUNITY
to *STAND OUT*



REGISTRATION & PAYMENT

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What we expect from you before the event

1

Register through our form:

Please fill in the form below to book your stand at this remarkable event. After section A, click on “Business Exhibitor” in section B participation profile. After that, fill in the required sections and tell us of any additional options/orders you’d prefer for your booth.

<http://conference.acs-aec.org/registration/>

2

Documents to send before April 14th 2024:

- Completed Form
- High quality logo in PNG or JPEG (please send via e-mail if not uploaded in the form)
- Names of booth staff and contact details (email/telephone)
- One official picture of the company (will be used for promo) (please send via e-mail if not uploaded in the form)
- Any other special requests.

The closing date for registration is **April 14th, 2024**.

3

Sign the Contract

You must sign the contract sent to you by the Business Forum organizers after having received your form registration.

4

Make the Payment

You can make the payment for your Booth by bank transfer. The banking details will be send over to you after registration.

[Visit our website](#)



TIMELINE

From registration to breakdown

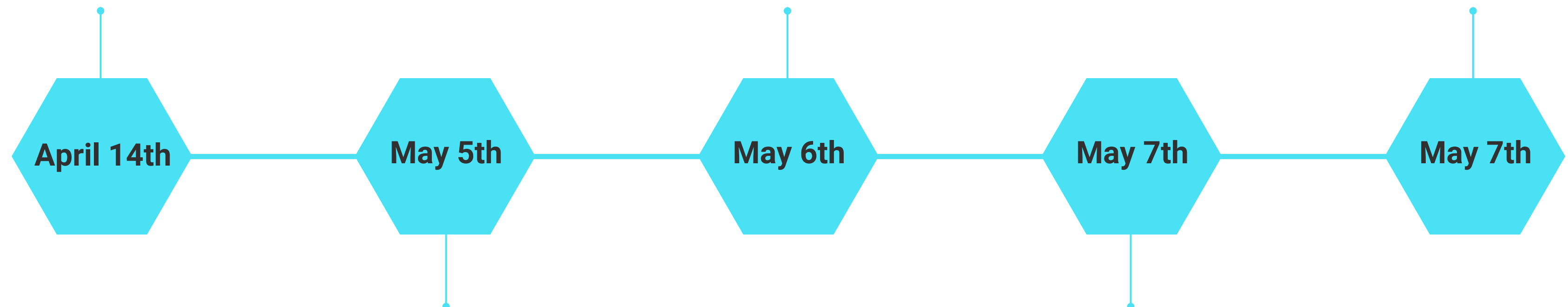
All stands must be ready for exhibition on Monday, May 6th at 08:00am. The Exhibition starts at 10:00am and ends at 06:00pm

Items must be removed from stands on Tuesday May 7th from 08:30pm till 00:00am at midnight.

Registration Close

Exhibition Day 1
10:00am - 06:00pm

Booth Demount
08:30pm - 00:00am



Booth Set-Up
10:00am - 06:00pm

Exhibition Day 2
09:00am - 08:00pm

Booth decoration and set-up must be prepared and completed on Sunday May 5th from 10:00am - 06:00pm. You are encouraged to schedule your arrival in Suriname to cater for this set-up.

The Exhibition starts at 09:00am and goes on until 08:00pm at night. Items can be left in the booth until the end of the Exhibition as security will be provided. However, you are encouraged to secure any items deemed expensive. All stands must remain in tact until Tuesday May 7th at 08:30pm.



EXHIBITION AGENDA

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VENUE:
TORARICA RESORT
Mr. L.J. Rietbergplein
no 1, Paramaribo,
Suriname



Monday May 6th, 2024 - Day 1

08:30am - 09:00am

Registration

09:00am - 10:00am

Official Opening

10:00am - 10:45am

Official Ribbon Cutting Ceremony by the President

10:00am - 08:00pm

Exhibition open & B2B sessions

11:00am - 06:00pm

ACS 16th Business Forum Panel Discussions

Tuesday May 7th, 2024 - Day 2

09:00am - 08:00pm

Exhibition & B2B sessions

09:00am - 06:00pm

8th ACS Cooperation Conference & Seminars

YOUR STAY IN SURINAME

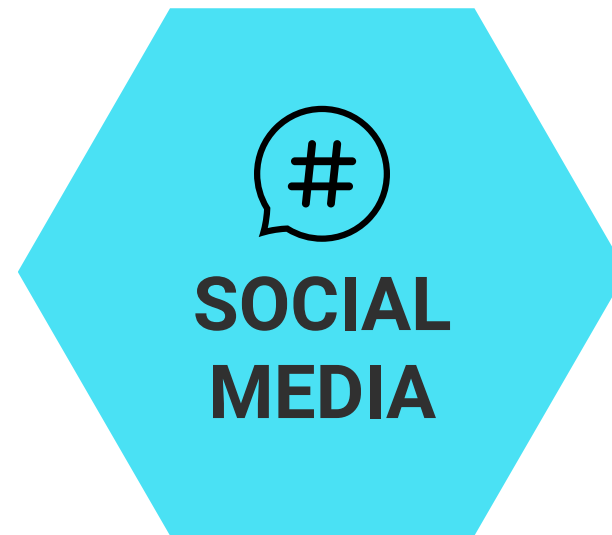
Hotels Near The Summit

- **Torarica Resort:** <https://toraricaresort.com/>
- **Courtyard by Marriott:** <https://www.marriott.com/en-us/hotels/pbmcy-courtyard-paramaribo/overview/>
- **Yogh Hospitality:** <https://yogh.sr/>
- **Royal Breeze Hotel:**
<https://www.royalbreezeparamaribo.com/>
- **Ramada by Wyndham Princess Paramaribo:**
<https://www.wyndhamhotels.com/ramada/paramaribo-suriname/ramada-paramaribo-princess-hotel/overview>
- **Queens Hotel:** www.queenshotelsuriname.com
- **Elegance Hotel & Casino:**
www.elegancehotelcasino.com
- **Zeelandia Suites:** <https://www.zeelandiasuites.sr/>







FOLLOW US

Where can you register? Find more information? See videos and news articles?
Click on the buttons to be redirected to the relevant platforms.



- 1. **Business Forum:**
<https://businessforum.acs-aec.org/>
- 2. **ACS Conference:**
<http://conference.acs-aec.org/>

-  @acs-aec
-  @acs.aec.2
-  ACSAEC
-  @ACS_AEC

-  @acs_aec



CONTACT INFORMATION

Additional Orders For Stand Set-Up

Het Evenementencollectief

- Contact person: Nessa Brahim
- Email: acesuriname@gmail.com
- Phone number: (597) 430311 / (597) 532490 / (597) 8860601

Freight Forwarding

Laparkan Suriname NV

- Contact person: Terrence Nojodikromo
- Email: terrence.nojodikromo@laparkan.com
- Phone number: (597) 8521081 / (597) 426341

General Enquiries & Assistance

- dtsddirect@acs-aec.org – Association of Caribbean States Directorate for Transport, Trade and Sustainable Development (ACS-AEC)
- n.brahim@acesuriname.com – Nessa Brahim (Floor manager) of the Republic of Suriname

Media Program Enquiries

Craftameleon N.V.

- Contact person: Aegina Brahim
- Marketing & Media
- Email: a.brahim@craftameleon.com
- Phone number: (597) 7429099



RULES & REGULATIONS

Every exhibitor is responsible for knowing these rules and the schedule of dates and for strict compliance with them. At no time will you be able to claim ignorance of their content. The organization reserves the right to introduce changes to this manual, if special conditions make this necessary, in which case participants will be notified in a timely manner.

1. APPLICATION FOR PARTICIPATION

1. APPLICATION FOR SPACE: Companies interested in participating at ACS should fill in the application form completely (see link on page 3).
2. ACCEPTANCE AND REJECTION: The application form will be considered by the organization, who will be authorized to reject it if in their judgment the interested party does not meet the necessary conditions according to the aims of the event, or if exhibition spaces at the fair are not available.
3. APPLICATION PERIOD: The closing date for submitting applications of participation will be April 14th, 2024.

2. RATES FOR SERVICES

1. PRICES OF SPACES: The prices for the rental of space are USD500.00 for international clients and USD250.00 for local companies.
2. PRICES OF SERVICES: Please contact the stand service providers directly.
3. If you require any service or product not specified in the offer, note in the form or contact the stand service providers directly.

3. CONTRACT

1. Once the space to be occupied, its location, the stand layout and fittings to rent have been agreed between the parties, the organization will send a contract and you will be asked to sign and return.
2. The closing date for contracts will be April 14th, 2024.

4. PAYMENTS

1. The prices mentioned in your contract will be paid to: Bank details will be provided upon submission of registration forms for the exhibition.
2. Payments should be made no later than April 16th, 2024. Exhibitors will be denied permission to occupy their space if the payment has not been received.
3. DEFAULT: In the case of non-payment of the amount stipulated in the contract, this will be reconsidered and the organizers will be able to freely reallocate the space.
4. TERMINATION OF CONTRACT: Termination of the contract by the Exhibitor should be communicated in writing to the organizers. Before April 8th: without any penalty payment. From March 31st: the Exhibitor must pay 100% of the rental for the space.
5. INDIVIDUALITY: The contract of participation is individual and not transferable and will be signed by the legal representative of the exhibiting company and the legal representative of the ACS Business Forum organizer

5. CONSTRUCTION AND INSTALLATION

1. The booth is constructed of white plastic panels fixed in an aluminum frame. Please note that nothing may be attached to the panels of the exhibition booth. Should exhibitors wish to order banners or other printed walls this should be ordered directly with the stand contractors or any of the recommended suppliers.
2. In the interior area, mounting of stands is not authorized using wet mixture (cement, plaster, mortar, etc.) or wood, as well as chipping at, piercing, sawing, painting, in any way damaging the walls, ceilings and floors of the exhibition site, that is, by actions that cause solid waste and dust that damage the structure of the exhibition site and affect the other exhibitors.
3. It is strictly prohibited to affix nails, hooks, tacks, screws, adhesives, or similar items to the shell scheme, floors, walls, ceiling, or other parts of the premises, nor to paint or disfigure any parts of the stand or other parts of the premises.
4. Exhibitors occupying shell-scheme stands must ensure that all internal stand fitting, exhibits and displays are contained within the shell scheme structure and do not exceed 2.4 metres in height. No suspension is to be made from the ceiling of the exhibition hall without the written approval from the Organizers. Display materials should be arranged in such a manner, so as not to obstruct sight lines of neighboring exhibitors or interfere with the flow of traffic.
5. In the pre-decorated stands (carpeting, lighting, furniture, etc.), the Exhibitor will not be able to pierce, paint, scratch or in any way damage the elements of the said decoration.
6. STAND LIMITS: In no case, and at no height can the stands, the furniture and the exhibited merchandise extend beyond the limit of the area rented by the Exhibitor.
7. DECORATION OF THE STAND: The Exhibitor can start decorating and setting up the merchandise in the stand according to what is set out in the schedule of activities planned for the ACS Summit.
8. GUARANTEES: The Organizers reserves the right to hold merchandise and all items in the rented area, as a guarantee of the rent and/or fulfilment of the rest of the obligations undertaken by the Exhibitor.
9. Once the break-up deadline has passed, the organization will start removing the merchandise and items at the exhibitor's risk and declare them abandoned.



RULES & REGULATIONS

6. SAFETY AND HYGIENE

1. The Exhibitor is responsible for the safekeeping of the merchandise at all times. The organizers, along with Torarica, will oversee overall security for the exhibition. Exhibitors and their staff are prohibited from entering the exhibition hall outside of official hours.
2. The exhibitor must guarantee the return of rented resources in the same condition as they were received. In case of breakage or loss, the exhibitor will be responsible for any repairs.
3. At the end of each day of the fair, the Exhibitor can leave garbage in the corridors. We guarantee the cleaning of the common areas.
4. The organizers will provide general lighting for the outdoor area, exhibition and common areas, as well as provide electricity for the stands. Lamps will be installed (spotlight) and double outlets depending on what has been rented by the Exhibitor. The standard electrical current in Paramaribo is 110 volts. The outlets are flat-sided.
5. Exhibitors must refrain from placing stickers, signs, or posters outside their designated booth area. Additionally, representatives are not permitted to distribute brochures or invitations in aisles, entrances, or exits. Any promotional activities involving games, competitions, or quizzes require prior permission from the organizers.
6. Exhibitors are responsible and liable for their appointed contractors' observance of all rules and regulations. Entrance badges will be issued on site for official contractors and appointed outside contractors on arrival. No other person is permitted to enter the building during construction and clearance.
7. The designated site contractor is responsible for overseeing and installing electrical services for the stands, providing on-site technical support and maintenance, and assuming overall responsibility for all electrical work. If exhibitors incorporate pre-fabricated electrical units into their display arrangements, these installations must comply with and undergo inspection and approval by the contractor before connecting to the main power supply. Local skilled labor for electrical equipment installation is not available on-site for exhibitors. Charges for fitting will include supply on hire, installation, maintenance, and removal at the end of the exhibition. We retain the right to disconnect any installation deemed hazardous or likely to cause inconvenience to visitors or fellow exhibitors.

7. INSURANCE

1. While every effort is made to ensure security, measures are in place during setup, operation, and teardown, the Organizers cannot be held liable for the safety of items brought into the exhibition site by exhibitors, their employees, representatives, or any other individuals. This includes any loss, damage, or accidents involving exhibitor or contractor property or personnel. Exhibitors are required to obtain insurance and hold the Organizers harmless for any costs, claims, or expenses resulting from losses or injuries caused by the exhibitor, their employees, representatives, contractors, or guests.





**16TH BUSINESS FORUM OF
THE GREATER CARIBBEAN**