



**OAS**

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# 9<sup>TH</sup> Inter-American Meeting of Ministers of Education (9IAMME)

FEBRUARY 8-10, 2017  
ATLANTIS, PARADISE ISLAND  
NASSAU, THE BAHAMAS



## 2017 EXHIBITION & SPONSORSHIP PROSPECTUS



## INVITATION TO EXHIBIT AT 9IAMME

The Organization of American States (OAS) 9<sup>th</sup> Inter- American Meeting of Ministers of Education (9IAMME), hosted by the Government of The Commonwealth of The Bahamas, will be held from Thursday, 9<sup>th</sup> February to Friday 10<sup>th</sup> February, 2017, at the Atlantis Resort, Paradise Island, The Bahamas.

This event will provide Ministers of Education of the (OAS) the opportunity to discuss recent developments and challenges as well as the way forward in education throughout the Hemisphere. The Chair of the 9IAMME Meetings is the Honourable Jerome Fitzgerald, Minister of Education, Science & Technology, The Bahamas.

Focus areas on the agenda will include:

**Quality, Inclusive and Equitable Education**

***Strengthening of the Teaching Profession***

***Comprehensive Early Childhood Care***

For the first time in the Meeting's history, a Trade Exhibition inclusive of Good Practices in Education will be mounted. The exhibition will allow companies in the field of education the opportunity to showcase their products and an avenue for Ministries of Education of OAS member states to showcase their **Best Practices**.

We wish to invite you to participate as an exhibitor at the inaugural Exhibition.

### **Who will be attending 9IAMME?**

Ministers of Education from the thirty-four (34) Member States, senior officials, administrators and teachers, international and local.

## Networking Opportunities for Sponsors and Exhibitors

Participation at 9IAMME will provide a range of opportunities for trade exhibitors to interact with delegates throughout the event. Delegates will be attending from the member states seen below.

### OAS's Member States



Organization of  
American States

Antigua and  
Barbuda  
Argentina  
Bahamas  
Barbados  
Belize  
Bolivia  
Brazil  
Canada  
Chile  
Colombia  
Costa Rica

Dominica  
Ecuador  
El Salvador  
Grenada  
Guatemala  
Guyana



Haiti  
Honduras  
Jamaica  
Mexico  
Nicaragua  
Panama  
Paraguay  
Peru  
Dominicana Republic  
St. Kitts and Nevis  
St. Vincent and the  
Grenadines  
St. Lucia  
Suriname  
Trinidad and Tobago  
United States  
Uruguay  
Venezuela

## Benefits to Your Organization

The Trade Exhibition packages for 9IAMME have been designed to provide your organization with maximum exposure to Ministers and decision makers attending the Meeting. All Exhibitors will:

- Have the opportunity to network with 500 plus professionals from 35 countries visiting the Exhibition
- Have your organization promoted internationally through relevant Meeting publications and advertising including editorials, promotional emails, Face book and Twitter
- Have the opportunity to participate in an OAS Meeting with a strong history of successful events
- Raise your profile in the field and add value to your brand
- Add value to your marketing strategy and accelerate the buying process
- Be able to launch new products/skills/capabilities to key decision makers in real time rather than by catalogue or word of mouth
- Have unrivalled opportunity to meet decision makers of the countries face to face
- Provide opportunities to increase your sales and benchmark products and services against your competitors
- Share educational best practice experiences drawn from your organization/State.

## Trade Exhibition Dates and Times

The Exhibition hours are:

Wednesday, 8<sup>th</sup> ..... 10:00am -3:00pm

(Official Opening -7-9 pm)

Thursday, 9<sup>th</sup> ..... 8:00am - 7:00pm

Friday 10<sup>th</sup> ..... 8:00am -4:00pm

***An official opening ceremony will be held on Wednesday 7-9 pm in the Foyer of the Imperial Ballroom.***

Morning Coffee, Lunch and Afternoon Tea will be in the Exhibition Area.

## Exhibitor Entitlements

Full Meeting Registration, which includes access to the Exhibition area, catering (morning/afternoon teas and lunch) on all days of Meetings and attendance at the Welcome and Closing Receptions.

- Company logo and contact details listed in the Delegate Handbook
- Exhibitor's Passport – to be included in the Exhibition handbook.
- A full delegate list with contact details (contact details will include full name, title, organization, business address and business contact number only).
- *A waiver of duties and taxes on materials imported for the Exhibition. All materials to be brought into the country must be itemized and sent to the 9IAMME Secretariat, The Bahamas, no later than 26<sup>th</sup> January, 2017.*
- *The names of all company/organization personnel travelling for the Exhibition. The names should be received by the 9IAMME Secretariat, The Bahamas, no later than 26<sup>th</sup> January, 2017 in order to afford participants all available courtesies.*

## Trade Exhibition Passport Programme

The Exhibition will feature a Passport Programme to encourage attendees to visit each of the exhibitors and increase overall exhibition attendance. We believe that this programme will add value to those organizations that chose to make a significant investment in the Meeting by being part of the Trade Exhibition.

### How the Passport Programme will work:

- Each delegate will receive an Exhibition Passport in the official exhibition guide handbook.
- Delegates will need to visit every exhibitor over the three days and have their Passport stamped by each exhibitor. Exhibitors will be provided with a stamp.

- When delegates have their Passports completed (stamped by all exhibitors), they will then be able to deposit their Passports into the entry box located at the Registration Desk.
- All Passports must be lodged by 4pm on the final day of the Ministerial Meeting.
- A prize drawing will be conducted at the closing of the Meeting and the winner will be notified.
- Exhibitors are encouraged to donate products and services as prizes to be included in the prize pool. The Sponsor/Exhibitor will be acknowledged for their prize donation.

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**Trade Exhibition Set-up and Dismantling Schedule**

**Set-Up– Tuesday, February 7<sup>th</sup> – 8:00 a.m. – 10:00 p.m.**

**Dismantling – Friday, February 10<sup>th</sup> - 4:30 p.m. – 6:30pm**

**(Exhibition Floor must be cleared by 6:30:p.m., Friday February 10<sup>th</sup>)**

**NO EXCEPTIONS WILL BE MADE**

Should you have any questions regarding any of the information contained within this Prospectus, please contact:

**9IAMME Secretariat, The Bahamas**

Ms. Ida Poitier

**Trained Teacher/**

**Exhibition Chairman, 9IAMME**

Ministry of Education, Science & Technology

Thompson Boulevard

Nassau, The Bahamas

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Facsimile: 1(242) 328-8970

Mrs. Janice Knowles

**Deputy Permanent Secretary/**

**Co-ordinator, 9IAMME**

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Nassau, The Bahamas

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Ms. Serethea Clarke

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Facsimile: 1(242) 328-8970

**DISCLAIMER:**

The Trade Exhibition and Good Practice Presentation is not sponsored, endorsed, or organized by the Organization of American States ("OAS") or any of its organs. The OAS does not contribute to or receive any funds from this Event and assumes no responsibility for the Event and the actions of organizers, participants, or any person associated with the Event.

**TRADE EXHIBITION & GOOD PRACTICE PRESENTATION REGISTRATION FORM**

**Contact Details**

Contact Person: \_\_\_\_\_

Company Name/MemberState: \_\_\_\_\_

Website: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

I/We wish to exhibit at the 9IAMME Conference and apply for space as indicated.

I/We agree to pay the total cost as shown on the dates indicated, including applicable taxes and any other charges incurred on our behalf.

I/We authorise the organizers to use the intellectual property supplied by us such as logos, to advertise and promote the Meeting.

I/We indemnify the organizers against any claims arising out of the use of the intellectual property in accordance with this information pack.

Signed: \_\_\_\_\_

Name: (Print) \_\_\_\_\_

Position: \_\_\_\_\_

**Payment by Wire Transfer ONLY**

Booth Type	Price
<b>Executive</b>	<b>\$15,000.00</b>
<b>Premium</b>	<b>\$10,000.00</b>
<b>Standard</b>	<b>\$ 5,000.00</b>

Name of Bank J. P. Morgan Chase  
 ABA/Routing # ABA021000021  
 Address of Bank New York  
 Street  
 City  
 Country USA  
 Account No. /001 1 188448  
 Name on account Bahamas Government  
 Swift Code ROYCBSNS  
 Area or Unit that will receive the funds Bahamas Government  
 US\$ Consolidated Fund Account  
 No. 05625003402.442.8

**Assignment of Booths**

Booths will be assigned by the organizers based first on availability.

**Payment Information**

A 50% non-refundable deposit is required with the submission of this application. **Application must be submitted by 12<sup>h</sup> January, 2017.** All remaining fees will be due 20 days prior to the Ministerial Meeting opening (February 8<sup>th</sup>, 2017). Your space contract will not be processed without 50% payment.

**Cancellation Terms**

Trade Exhibition cancellations received in writing by the Meeting Organizers by **January 20<sup>th</sup>, 2017** will be accepted and all fees refunded less deposit. Exhibitors wishing to cancel after this date will not be eligible for a refund.

\*All Ministries of Education are excluded. There will not be a charge for booths that showcase Ministries of Education Best Practices.



**Executive Booth Package - \$15,000.00**

- 12' x 15' Booth
- 2 - 2 1/2' x 8' Display Table
- Branding Specs 39'x4' (Artwork should be sent for approval of content and quality) Resolution no lower than 170dpi
- 1 round pedestal table
- 4 padded chairs
- Waste basket
- TV monitor (LCD screen)
- Power supply

**Premium Booth Package - \$10,000.00**

- 12' x 10' Booth
- 2 - 2 1/2' x 8' display tables
- 2 chairs
- Waste basket
- Branding Specs 32'x4' (Artwork should be sent for approval of content and quality) Resolution no lower than 170dpi
- Power supply
- TV Monitor (LCD screen)

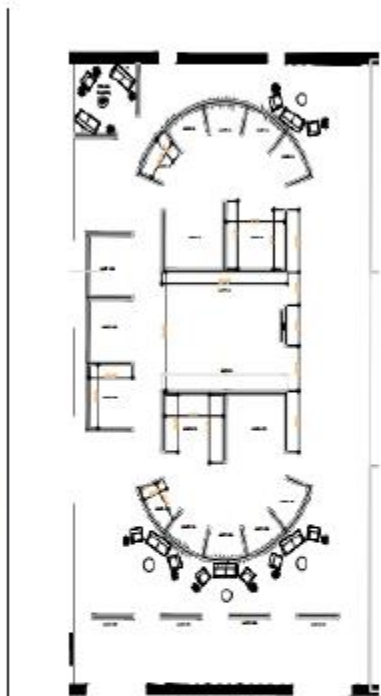
**Standard Booth Package- \$5,000.00**

- 10'x 5'8" Booth
- 1 - 2 1/2' x 8' display tables
- 2 chairs
- Waste basket
- Branding Specs 8'x4' (Artwork should be sent for approval of content and quality) Resolution no lower than 170dpi
- Power supply

Additional materials (Branded skirts/tables | Feather Banners | X-Frame) may be provided at cost.

**Exhibition Floor plan**

The Organizers reserve the right to change the exhibition floor layout if necessary. The Organizers reserve the right, in unforeseen circumstances, to amend or alter the exact site of the location of the exhibition. The Exhibitor undertakes to agree to any alteration to the site or space reallocated by the Organizers.



■ Ground Floor Atlantis Minister Of Education  
Scale: N.T.S.



■ 3D Conceptual Of Exhibition Space

Booth Type	Price
Executive	\$15,000.00
Premium	\$10,000.00
Standard	\$ 5,000.00

## Exhibitor Rules and Regulations

1. **The 50% booth cost must accompany this application** — Applications will not be processed nor booths assigned without the required payment. 2. **Exhibit Space Cancellation Policy** — All exhibit booth space cancellations must be submitted in writing and received by Exhibition Committee LOC on or before January 20<sup>th</sup>, 2017 for a full refund less 50% deposit administration fee. Exhibit booth space cancellations received after January 2nd, 2017 will not be refunded. Please note that Exhibitor registration cancellations must be submitted in writing separately from the exhibit booth space cancellation. 3. **Termination of Ministerial Meeting and Exposition** — Should the premises in which the meeting is to be held become, in the sole judgment of the organization, unfit for occupancy, or should the exhibit be materially interfered with by reason of action of the elements, strike picketing, boycott, embargo, injunction, war, riot, emergency declared by a governmental agency, or any other act beyond the control of the organization the contract for exhibit space may be terminated. The organization will not incur liability for damages sustained by Exhibitor as a result of such termination. In the event of such termination, Exhibitor expressly waives such liability and releases the organization of and from all claims for damages and agrees that the organization shall have no obligation except to refund to Exhibitor pro-rated shares of the aggregate amounts received by the organization as rental for exhibit spaces for said exhibits after deducting all costs and expenses in connection with such exhibits, including reasonable reserves for claims, such deduction being hereby specifically agreed to by the Exhibitor. 4. **If Exhibitor violates any of the Rules and Regulations set by the organizer at its sole discretion, then this contract may be terminated immediately** — In the event of a default by Exhibitor, as set forth in the previous sentence, Exhibitor shall forfeit as liquidated damages the amount paid by him for his space rental and Exhibitor registrations, regardless of whether or not the organizer enters into a further lease of the space involved. 5. **Space Assignment** — Where possible, space assignments will be made by the organizer in keeping with the preferences as to location requested by Exhibitor. The organizer, however, reserves the right to make the final determination of all space assignments in the best interest of the exposition. Exhibitor is prohibited from subletting or sharing any part of their assigned exhibit space. Exhibitor shall not assign, sublet or share any part of their assigned exhibit space with another business (including affiliates, subsidiaries or parents), firm, organization or entity without prior written consent of the organizer. 6. **Use of Exhibit Space** — The general rule of the Exhibit Hall is: Be a good neighbor. No exhibits will be permitted to interfere with the use of other exhibits or impede access or the free use of the aisle. Booth personnel, including but not limited to demonstrators, receptionists, and models are required to confine their activities within Exhibitor's booth space. Apart from the specific display space for which Exhibitor has under contract with the organizer, no part of the Exhibit Hall, its grounds, the convention center, or the official convention hotels may be used by any organization other than OAS for display purposes of any kind or nature. Marketing is prohibited outside of the Exhibit Hall, unless prior written consent is received from the organizer. Exhibitor representatives shall conduct themselves and be attired to maintain the professional and businesslike climate of the Ministerial Meeting. 7. **Conflicting Meetings and Social Activities** — In the interest of the success of the entire Ministerial Meeting, Exhibitor agrees not to extend invitations to meetings, receptions, outings, social events, or otherwise encourage attendee absence from the Ministerial Meeting or Exhibit Hall during meeting and show hours. Exhibitor must obtain prior written approval from the organizers for all activities, whether official or unofficial, planned during the course of the Ministerial Meeting. The organizer reserves the right to request and enforce cessation of any non-approved activity as it sees fit and shall not indemnify Exhibitor for any liability, losses, claims or expenses resulting from cessation of any non-approved activity. 8. **Installation and Dismantle** — In fairness to all exhibitors, exhibit construction guidelines must be observed. Sound presentation, slides or movies will be permitted if tuned to conversational level and if not objectionable to neighbouring exhibitors. The organizer reserves the right to restrict the use of glaring lights or objectionable light effects.

All exhibits must be fully operational by Wednesday, February 8th at 9:00 a.m.

The dismantling of displays begins on Friday, February 10th at 4:30 p.m., and move out must be completed by 6:30 p.m. At that time, all exhibit displays or materials left in booths without instructions will be discarded or packed and stored at the discretion of the 91AMME Secretariat, The Bahamas, and all related expenses will be applied to and payable by the Exhibitor.

Exhibitor is advised to provide locked storage facilities within their own display area for excess merchandise.

9. **Health, Fire Regulations, and Public Safety** — To ensure the safety of all participants, fire regulations must be observed. Fire regulations require that all display materials be flame-proof. Electrical signs and equipment must be wired to meet the specifications of the local Fire Underwriters Inspection Bureau. Exhibitor is charged with knowledge of and compliance with all laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in this exposition. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of Exhibitor.

10. **Care of Buildings** — Cost for repairing any damages to the Exhibit Hall by Exhibitor or Exhibitor representatives shall be billed to and payable by the responsible Exhibitor. Nothing may be posted, tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, ceiling, furniture, or other properties of the Exhibit Hall, convention center, or hotel.

11. **Exhibitor's displays may not be dismantled or packed in preparation of removal prior to the official dosing time of Friday, February 10th at 4:30 pm.** — No equipment may be removed from the exhibit hall during the Ministerial Meeting without prior written permission from organizers. Failure to comply with these Rules and Regulations may result in not being invited to exhibit in future years or denied selection of premium booth space.

12. **Insurance** — Exhibitors are advised to carry floater insurance to cover exhibit material against damage and loss and public liability insurance against injury to the person, personal effects, and property of others.

13. **Hold Harmless Clause** — Exhibitor assumes the entire responsibility and liability for losses, damage and claims arising out of injury or damage to Exhibitor's displays, equipment, and other property brought upon the premises of the official Meeting hotel and/or convention center and shall indemnify and hold harmless the organizer, the hotel and/or convention center, agents, and employees from any and all such losses, damages and claims. 14. **Royalties, license fees and other charges** — Exhibitor agrees to pay all royalties, license fees or other charges accruing or becoming due to any firm, person or corporation by reason of use of any intellectual property, including but not limited to music—either live or recorded or other entertainment of any kind or nature, played, staged, or produced by the Exhibitor, its agents, employees or contractors within the premises. Exhibitor agrees to hold harmless the organizer, its agents and employees against any and all such claims and charges, and to defend, at its own expense any and all such claims and charges. 15. **In no event shall The Bahamas Ministry of Education, Science &**

**Technology or its directors, officers, agents, employees, subsidiaries, affiliates, assignees, or successors be liable for payment of any consequential, punitive, incidental, special, or indirect damages.**

16. **The organizer reserves the right to make changes to these Rules and Regulations** — Any matters not specifically covered herein are subject to decision by the organizer at its sole discretion. The organizer reserves the right to make such changes, amendments and additions to these rules at any time with the provision that all Exhibitors will be advised of any such changes. **NOTE: The organizer reserves the right at any time to change any or all times noted in the Exhibitor Rules and Regulations at the organizer's sole discretion.**