9TH 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) 9th Inter-American Meeting of Ministers of Education (9IAMME), hosted by the Government of The Commonwealth of The Bahamas, will be held from Thursday, 9th February to Friday 10th 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

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:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Wednesday, 8th</td>
<td>10:00am -3:00pm</td>
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<td></td>
<td>(Official Opening -7-9 pm)</td>
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<tr>
<td>Thursday, 9th</td>
<td>8:00am - 7:00pm</td>
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<tr>
<td>Friday 10th</td>
<td>8:00am -4:00pm</td>
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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 26th 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 26th 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 stampedby 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.

Trade Exhibition Set-up and Dismantling Schedule

Set-Up– Tuesday, February 7th – 8:00 a.m. – 10:00 p.m.

Dismantling – Friday, February 10th - 4:30 p.m. – 6:30pm

(Exhibition Floor must be cleared by 6:30:p.m., Friday February 10th)

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**  
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**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.
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: __________________________________________________________________________

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

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 12th January, 2017. All remaining fees will be due 20 days prior to the Ministerial Meeting opening (February 8th, 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 20th, 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.
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 the Exhibitor Committee LOC on or before January 20th, 2017 for a full refund less 50% deposit administration fee. Exhibit 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 Exhibitor Meeting and Exposition — Should the premises in which the event is to be held become, in the sole judgment of the organization, unfit for occupancy, or should the event be materially interfered with by reason of action of the elements, strike, work stoppages, 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 share of the aggregate amounts received by the organization as rental for exhibit space 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 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. 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 parent) 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 aisles. 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 DAS 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 Exhibitor Meeting and Social Activities — In the interest of the success of the entire Exhibitor Meeting, Exhibitor agrees not to extend invitations to meetings, receptions, outings, social events, or otherwise encourage attendance from the Exhibitor 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 Exhibitor 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 a conversational level and if not objectionable to neighboring 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 6:00 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 DAS/ME 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 sized 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 the exposition. Compliance with such laws is mandatory for all exhibitors and the sole responsibility of Exhibitor. 10. Care of Buildings — Cost for repairing any damage 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 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 closing time of Friday, February 10th at 4:30 p.m. — No equipment may be removed from the exhibit hall during the Exhibitor Meeting without prior written permission from organizer. Failure to comply may result in the exhibit being returned to exhibits and other property brought upon the premises of the official meeting hotel and/or convention center shall be indemnified and hold harmless the organizer, hotel and/or convention center, agents, employees 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 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, assigns, 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.