



In 2012, the Exhibit Hall for the Caribbean Cable and Telecommunications Association Annual Meeting will be held in San Juan Salons 4-8 in the Sheraton Puerto Rico Convention Center Hotel & Casino. This room can adequately accommodate 72 tabletops (6 feet by 30 inches) and 21 (8 feet by 10 feet) spaces for booth set-ups, or a combination of both.

Booth space rental consists only of a space measuring 8 feet by 10 feet. Two chairs and a table will be provided in the event you do not have an exhibit, but you must request these items on your registration form. Exhibit space will be assigned on a first-come, first-served basis. The **final deadline for reserving exhibit space is Wednesday, January 18, 2012**. Exhibit space assignments will be made after January 18.

We strongly recommend that you bring exhibit materials with you as luggage. You will avoid any number of uncertainties and fees by following this recommendation. However, if you are mailing or shipping equipment to the hotel, please use the following address and labeling information:

TO: Name of Attendee

GROUP: CCTA 2012 Annual Meeting

CSM: Jacqueline Rosa

EVENT DATES: January 29 to February 2, 2012

ADDRESS: Sheraton Puerto Rico Hotel & Casino
200 Convention Center Blvd.
San Juan, PR 00907

OF PACKAGE/ # TOTAL PACKAGES

As soon as you have determined your shipping method and date, complete the separate **Inbound Package** form and send it to Convention Coordinator Jacqueline Rosa at Jacqueline.Rosa@sheraton.com. Please note that you must include payment information for all items shipped to the hotel.

The Sheraton Puerto Rico Convention Center Hotel & Casino has also provided a **PSAV-Internet Order Form**, which describes the equipment and services available for rent and the corresponding rates. Equipment and internet services can be reserved for the Exhibit Hall by using this form and submitting it to nnazario@psav.com or aalvarado@psav.com of PSAV on or before January 18, 2012. If you need an item that is not listed, please contact the company by e-mail or calling the number on the form.

If you require an **electrical hook-up for your booth or tabletop exhibit**, please make sure that you include the listed fee in your CCTA registration. Without indicating the need for electricity and the proper wattage, your exhibit will not be placed in an area where electricity is available.

The period allotted for the set-up of the Exhibit Hall is 3:00 to 5:15 p.m. on **Monday, January 30, 2012**. The hotel will deliver all boxes to the Exhibit Hall prior to set-up. All tabletops and booth space will be assigned well before this date, so if you have any special requests please include them with your CCTA registration form. It will be very difficult to change assigned exhibit spaces or accommodate extra exhibitors while the Annual Meeting is in progress.

The CCTA will provide security for the Exhibit Hall from January 30 through the evening of February 1. Following the close of the Exhibit Hall at 5:00 p.m. on Wednesday, February 1, exhibitors will have one hour to remove all display materials and shipping materials. The exhibitor must make their own shipping arrangements for sending equipment and display material to the next destination.

If you have any questions or concerns, please contact Executive Director Andrea L. Martin at 340.774.9791 or by e-mail at info@cctanet.com.