



## 2019 CCTA ANNUAL MEETING & TECHNICAL TRAINING

January 28-30, 2019 - Sheraton Hotel & Casino - San Juan, Puerto Rico

# 2019 GUIDELINES FOR EXHIBITORS

The Exhibit Hall for the Caribbean Cable and Telecommunications Association 2019 Annual Meeting will be held in San Juan Ballroom 1-5 in the Sheraton Puerto Rico Hotel & Casino. This room can adequately accommodate 84 tabletops (6 feet by 30 inches) and 23 (8 feet by 10 feet) spaces for booth set-ups, or a combination of both.

Booth Space consists of floor space measuring 8 feet by 10 feet, plus one table (6 feet by 30 Inches) and two chairs, along the wall of the Exhibit Hall. A Full Tabletop includes one table and two chairs, while a Half Tabletop includes half of one table and one chair. Exhibit space will be assigned on a first-come, first-served basis. The final deadline for reserving exhibit space is January 11. Exhibit space assignments will be made after that day.

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 2019 Annual Meeting  
**CSM:** Isha Lopez Mangual  
**EVENT DATES:** January 27 to 30, 2019  
**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 attached Inbound Package form and send it to Convention Coordinator Isha Lopez Mangual at [ishaa.lopez@sheratonhotels.com](mailto:ishaa.lopez@sheratonhotels.com). Please note that you must include payment information for all items shipped to the hotel.

The Sheraton Puerto Rico Hotel & Casino has also provided the PSAV Exhibitor Order Form and Internet Service Order Form, which describe the equipment and services available for rent and the corresponding rates. Equipment and internet services can be reserved for the Exhibit Hall by using these forms and submitting them to [avargas@psav.com](mailto:avargas@psav.com) of PSAV on or before January 18. If you need an item that is not listed, please contact the company by e-mail or calling the number on the form. There is no need to include your booth number or tabletop number on the form, as the CCTA will provide this information directly to the hotel and PSAV.

If you require one or more electrical hook-ups 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 or proper amperage is available.

The period allotted for the set-up of the Exhibit Hall is 11:00 a.m. to 3:00 p.m. on Monday, January 28, 2019. 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. It will be very difficult to change assigned exhibit spaces or accommodate extra exhibitors while the Annual Meeting is in progress. Please contact the CCTA staff if you have any special requests. Contact information is listed below.

The CCTA will provide security for the Exhibit Hall from January 27 through the evening of January 30. Following the close of the Exhibit Hall on Wednesday, January 30, exhibitors will have from 6:30 – 8:00 p.m. 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 CCTA staff, Jennifer or Kylie, at 402.761.2216 or by e-mail to [info@cctanet.com](mailto:info@cctanet.com).