



CARIBBEAN TRAVEL & CULTURAL FAIR & AUCTION

NORTH PLAZA AT LINCOLN CENTER

132 W 65th Street (at Columbus Avenue & Broadway)

SATURDAY, JUNE 12, 2010

1:00PM TO 7:00PM

The venue for the Fair will be the North Plaza at Lincoln Center (located between the Metropolitan Opera House, Lincoln Center Theater and Avery Fisher Hall). Please click here for a map: http://www.lincolncenter.org/pdfs/LC_Map_091006_10-6-09_R2.pdf.

The Fair will include several components - the Caribbean Wedding, a Travel Auction, a Vacation Travel Mart, a Children's Center, a Games Tent for the Men and a Relaxing Spa Tent for the Ladies. There will also be a central stage from which most of the entertainment will be staged.

Booths will consist of a tabletop and two chairs in a 10'x10' tent.

For an additional cost, we will provide electrical power to booths if you need it.

The tentative program for the Caribbean Travel & Cultural Fair & Auction follows:

9:00am	Booth Set-up
1:00 pm	Fair Opens
1:00pm - 1:45pm	Auction/Entertainment
1:45pm - 2:15pm	Entertainment
2:15pm - 3:00pm	Auction/Entertainment
3:00pm - 4:00pm	Caribbean Wedding
4:00pm - 5:30pm	Auction/Entertainment
5:30pm - 7:00pm	Concert

Please call for any additional information.

Here is the cost per booth:

() 1 booth \$1,500.00

- [] RMF contributors - deduct \$250.00
- [] Allied/Affiliate/Carrier Member - add \$125
- [] Non Member - add \$250

All information contained herein is subject to change without notice.



CARIBBEAN™



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INFORMATION SHEET

DEADLINES FOR THE CARIBBEAN TRAVEL & CULTURAL FAIR

- **4/19** - Artist/entertainment participation submitted by member countries. The sub-committee will make every effort to accommodate all submissions, but it may not be possible. The Committee objective is to develop an entertainment lineup that showcases the diversity of the Caribbean. The Committee Chair will be in touch with her colleagues to discuss the composition of the entertainment line-up in light of your submission. Please note that there are other non-musical contributions that you can make to the success of the Fair and those will be explored with you as well. In submitting their request countries should provide the name of the entertainment group and give an indication of their repertoire to facilitate the development of the program.
- **5/28** - The names of the personnel manning the booths must be submitted.

CARIBBEAN TRAVEL & CULTURAL FAIR GUIDELINES

- Exhibitor set up commences at **9:00am** and must be completed by **12 noon**.
- Exhibitor breakdown commences at **7:00pm** and must be completed by **8:00pm**. All equipment, excess brochures, boxes, etc. must be removed from the booth area.
- Exhibitor space must be kept tidy at all times. Please make use of the garbage bins.
- Exhibitors may **NOT** tape, staple, nail, screw or glue any type of signage or decorations to ANY building or structure.
- **A list of all items to be sold must be presented to CTO - with quantities and individual cost per item.**
- CTO reserves the right to deny space to any exhibitor. Space will be assigned on a first-come first-served basis.
- The booth, with an 8 ft table and 2 chairs, will not be confirmed until full payment is received by CTO.
- Please see cancellation policy outlined on the Registration Form.
- Electricity will be provided at an additional cost.
- Only (3) three persons will be allowed in each booth. Names must be submitted by **May 28**.

RENTAL COMPANY

Classic Party Rentals, Attn: Beth Farley
336 West 37th Street ♦ New York, NY 10018 ♦ Tel: 212-752-7661 ♦ Fax: 212-752-0150

FLORIST

Magnifique-Balloons & Flowers ♦ Tel: 215-483-6880

DIRECTIONS AND PARKING

There is a GARAGE at Lincoln Center - the entrance is on 62nd Street between Columbus and Amsterdam Avenues. Rate for cars parked before 4:00pm and after 6:00pm is \$44. Please contact Lincoln Center Garage if you need more information and to confirm all rates. Tel: 212-874-9021

There are other parking garages in the area and parking may also be available on the street.

BY SUBWAY

Take the #1 LOCAL train to 66th Street/Lincoln Center Station.

BY BUS

The M5, M7, M10, M11, M66 and M104 bus lines all stop within one block of Lincoln Center.



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REGISTRATION FORM

Name: _____ Title: _____ Company: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____ Email: _____

BOOTH RESERVATION

CTO Government Members - \$1,500 \$ _____
 RMF contributors - deduct \$250 \$ _____
 Allied/Affiliate/Carrier Member - add \$125 \$ _____
 Non-Member - add \$250 \$ _____
 I will also need Electricity - add \$100 \$ _____

Enclosed is my check, for payment in full, in the amount of \$ _____
 Charge my: () AMEX () VISA () MC () Discover Card No. _____ Exp: _____
 Cardholder's Name: _____ Signature: _____ Date: _____

Please provide all relevant information requested in the table below.

ACTIVITY	CONTACT INFORMATION	REQUIREMENTS
<input type="checkbox"/> Band/Music <input type="checkbox"/> Singer <input type="checkbox"/> Dancers (folkloric, mokojumbie, etc) <input type="checkbox"/> Other - _____ Attach an extra sheet with bio and repertoire entertainers.	Primary Contact: Name: _____ Telephone: _____ Mobile: _____ Email: _____	<input type="checkbox"/> Electricity <input type="checkbox"/> Internet <input type="checkbox"/> Other - please specify: _____ _____
<input type="checkbox"/> CELEBRITY CHEFS For Tasting ONLY. Please contact: <i>Michelle Horn</i> <i>Lou Hammond & Associates</i> <i>39 East 51st Street</i> <i>New York, NY 10022 – 212-891-0246</i> michelleh@hammond.com	Primary Contact (if different from above): Name: _____ Telephone: _____ Mobile: _____ Fax: _____ Email: _____	You may order items directly from the supplier to facilitate the tastings at the Fair.
<input type="checkbox"/> SOUVENIRS/ARTS/CRAFTS Demonstrations Description: _____ _____ _____	Primary Contact (if different): Name: _____ Telephone: _____ Mobile: _____ Fax: _____ Email: _____	
<input type="checkbox"/> VACATION SPECIALS Caribbean Week-Only Special deals Description: _____ _____ _____	Primary Contact (if different): Name: _____ Telephone: _____ Mobile: _____ Fax: _____ Email: _____	
<input type="checkbox"/> PERSONS AT BOOTH (limited to 3)	1. _____ 2. _____ 3. _____	