



FLORIDA-
CARIBBEAN
CRUISE
ASSOCIATION

FCCA CARIBBEAN CRUISE CONFERENCE & TRADE SHOW

Cancun, Mexico ~ September 24- 27, 2002

Exhibitor Manual

Exhibition Contractor:





FLORIDA-CARIBBEAN CRUISE ASSOCIATION

11200 Pines Blvd., Suite 201 • Pembroke Pines, Florida 33026

Phone: (954) 441-8881 • Fax: (954) 441-3171 • E-mail: fcca@f-cca.com • Website: www.f-cca.com

Dear Exhibitor:

We are pleased to present the following *Exhibitor Manual* to assist you in programming your participation in the FCCA Caribbean Cruise Conference & Trade Show.

This manual contains general information and forms for the successful development of your exhibit in Cancun, Mexico - September 24-27, 2002. Please forward all forms and/or requests to *Creative Cancun*, the Show's contractor, by September 10, 2002.

We are confident that *Creative Cancun* will be able to assist you with your needs in a professional manner. Please contact them at:

Telephone:	011-52-98-821060
Fax:	011-52-98-821061
E-Mail:	creative_group@infosel.net.mx

Of course, if you require additional information, please do not hesitate to contact Victoria Lalta at the FCCA, tel: (954) 441-8881.

Thank you for your participation. See you in Cancun.

Sincerely,

Michele M. Paige
President, FCCA

FCCA Member Lines

*Carnival Cruise Lines • Celebrity Cruises • Costa Cruise Lines • Cunard Line • Disney Cruise Line
Holland America Line • Norwegian Cruise Line • Princess Cruises • Regal Cruises
Royal Caribbean International • Seabourn Cruise Line • Sun Cruises • Topaz International Cruises*



FCCA Caribbean Cruise Conference & Trade Show
September 24-27, 2002
Fiesta Americana ~ Coral Beach Cancun

CONTENTS

Description	Page
Table of Contents	1
Set-Up	2
Tear-Down	2
Show Hours	2
Exhibitor Admittance	3
Security	3
Sound & Visual Restrictions	3
Responsibility	3
Booth Delivery	3
Shipping & Handling	4
Displays & Decor	4
Payment Information	4
Booth Sign Information Form	5
Electric Service Form	6
Booth Cleaning Form	7
Computing Equipment Form	8
Audiovisual Equipment Form	9
Furniture Form	10
Hostess Form	11
Plants & Flower Form	12



Trade Show ~ 2002



GENERAL INFORMATION

Set-Up

Contractor: Monday, September 23
7:00 a.m. – 4:00 p.m.

Exhibitors: Monday, September 23
4:00 p.m. – 10:00 p.m.

Tuesday, September 24
8:00 a.m. – 12:00 p.m.

Notes:

The exhibitor can not exceed the space rented. Your exhibit can not invade the hallways or interfere with the visibility of other exhibitors.

All displays must be setup and the Trade Show floor vacated by **12:00 p.m. Tuesday, September 24**, for cleaning prior to the *Trade Show Grand Opening*.

After the Trade Show opens, no exhibitor will be allowed to take any exhibit equipment in or out of the Show.

Tear-Down

All displays must be removed between **12:00 p.m. and 7:00 p.m. on Thursday, September 26**. Displays not cleared by that time will be removed and stored at the exhibitor's expense under their own risk.

Trade Show Hours

Tuesday, September 24

Trade Show Grand Opening ~ 2:00 p.m. – 5:00 p.m.

Wednesday, September 25

Trade Show Open ~ 10:00 a.m. – 12:00 p.m.

Trade Show Open ~ 2:00 p.m. – 5:00 p.m.

Thursday, September 26

Trade Show Open ~ 8:00 a.m. – 12:00 p.m.

Trade Show, Exhibitor tear-down ~ 12:00 p.m. – 7:00 p.m.



Trade Show ~ 2002



Exhibitor Admittance

This Trade Show is not open to the public. You must wear your badge in order to gain access to the Exhibition during Show hours.

Security

The hotel will provide 24 hour security service. However, the FCCA recommends that exhibitors obtain insurance coverage.

Sound & Visual Restrictions

The FCCA will allow for sound and visual equipment to be utilized during the show, as long as it does not interfere with the activities of other exhibitors. All utilization of "above normal" sound equipment should be coordinated with the FCCA.

Responsibility

Neither the FCCA, *Creative Cancun* or the Hotel will maintain insurance covering any liability of the exhibitor or their property. It is the sole responsibility of the exhibitor to obtain insurance covering such losses. We strongly recommend that exhibitors obtain insurance coverage.

At the end of the Trade Show, exhibitors should return the space occupied in the same condition it was presented to them. Exhibitors will be charged for any and all damages.

Booth Delivery

Each booth will be equipped as follows:

- One 8' hardwall back
- Two 3' hardwall sides
- One Company ID sign
- One draped table
- One wastebasket
- Two side chairs



Trade Show ~ 2002



Shipping & Handling

We recommend that you contact the following company for all shipping and handling:

GLOBAL CARIBBEAN
12000 Biscayne Blvd., Suite 106
Miami, Florida 33181
Tel: (305) 893-8553 • Fax: (305) 893-2517
Attn: Sandy Rivera

If you plan on bringing your exhibit equipment or printed material with you, you might need the help of a customs broker. We recommend that you seek the advice of *Global Caribbean* in this regard in order to avoid long delays at the airport.

Displays & Decor

Creative Group offers a professional team of designers for display decoration and their personal experienced on building special designs. They are familiar with different building technologies (wood, fiberglass, polyurethane, AGAM aluminum, etc.) and have in stock the complete line of AGAM MODULAR SYSTEM, (Similar to Octanorm System).

Please contact Ing. Jorge Cornejo for further information and proposals:

Tel: 011-52-9-882-1060; Fax: 011-52-9-882-1061; E-mail: creative_group@infosel.net.mx

Payment Information

Deposits in dollars:

Bank: Banamex
Name Account: Party props S. A. de C. V.
Branch: 657
Account number: 900167-2

Swift: BNMXXMM

Deposits in pesos:

Bank: Banamex
Name Account: Party props S. A. de C. V.
Branch: 657
Account number: 100475-3

Creative Cancun also accepts American Express, Master Card & VISA - but on site only. Sorry, but they can not charge your credit card with the number only.



Trade Show ~ 2002



BOOTH SIGN (Fascia Board)

Sign Information

A sign with your Company name is included with your booth rental. The sign must have less than 25 letters, (black Helvetica printing, 10cm high).

Please indicate exactly how you wish your company name to read. Remember your sign will be done as written here, please print or type:

Customized Signs

If you need a custom sign, send them the information via E-mail, and *Creative Cancun* will provide you with a price quote (**E-mail: creative_group@infosel.net.mx**).

Company Name: _____ Booth #: _____

Address: _____

Country: _____ Phone: _____

Fax: _____ E-mail: _____

Contact Name: _____

Signature: _____ Date: _____

Order form should be forwarded to Carmen Galvan, *Creative Cancun*, via fax: **011-52-9-882-1061**

Payment Deposit Payable to ~ Party Props S.A. de C.V.:

- Banamex Account in dollars N° 9001672, branch 657, Swift BNMXXMXXMM.
- Banamex Account in pesos N° 1004796, branch 657



Trade Show ~ 2002



ELECTRIC SERVICE ORDER FORM

Description	Qty.	Price/Event	Total
1500 watts 1 phase (15 amps)	_____	US\$ 33.00	_____
3600 watts 2 phases / switch 2 x 15 amps	_____	US\$ 66.00	_____
4500 watts 3 phases / switch 3 x 15 amps	_____	US\$ 99.00	_____
3000 watts 1 phase (30 amps)	_____	US\$ 45.00	_____
6000 watts 2 phases / switch 2 x 30 amps	_____	US\$ 132.00	_____
9000 watts 3 phases / switch 3 x 30 amps	_____	US\$ 297.00	_____
Illumination ~ Halogen Spot of 50 watts	_____	US\$ 10.00	_____
		TOTAL	_____

Note: Prices are per event and includes taxes, all the material, setup and tear down.



Company Name: _____ Booth #: _____

Address: _____

Country: _____ Phone: _____

Fax: _____ E-mail: _____

Contact Name: _____

Signature: _____ Date: _____

Order form should be forwarded to Carmen Galvan, *Creative Cancun*, via fax: **011-52-9-882-1061**

Payment Deposit Payable to ~ Party Props S.A. de C.V.:

- Banamex Account in dollars N° 9001672, branch 657, Swift BNMXXMXXM.
- Banamex Account in pesos N° 1004796, branch 657



Trade Show ~ 2002



BOOTH CLEANING

Hall cleaning and general room cleaning will be done by the hotel every night.

If you would like to have your booth space cleaned, please note.

- 10' x 8' booth (7.5 sq. meters) ~ US\$2.00 per sq. meter, US\$15.00 per day.
- 8' x 8' booth (6.5 sq. meters) ~ US\$2.00 per sq. meter, US\$13.00 per day.

Please specify booth(s) size & the days you would like your booth(s) cleaned:

- 10' x 8' booth 8' x 8' booth
- Wednesday, September 25, 2002
- Thursday, September 26, 2002

TOTAL COST: _____

Company Name: _____ Booth #: _____

Address: _____

Country: _____ Phone: _____

Fax: _____ E-mail: _____

Contact Name: _____

Signature: _____ Date: _____

Order form should be forwarded to Carmen Galvan, *Creative Cancun*, via fax: **011-52-9-882-1061**

Payment Deposit Payable to ~ Party Props S.A. de C.V.:

- Banamex Account in dollars N° 9001672, branch 657, Swift BNMXXMXXMM.
- Banamex Account in pesos N° 1004796, branch 657



Trade Show ~ 2002



COMPUTING EQUIPMENT

Please send this form before September 10, 2002 in order to insure availability.

Description	Qty.	Price/Day	Days	Total
PC Computer *	_____	US\$ 77.00	_____	_____
HP Laser Printer	_____	US\$ 55.00	_____	_____
SVGA 14" Monitor	_____	US\$ 22.00	_____	_____
SVGA 17" Monitor	_____	US\$ 44.00	_____	_____
UVGA 19" Monitor	_____	US\$ 66.00	_____	_____
NET. Installation, 8 PC	_____	US\$250.00	_____	_____
		TOTAL:		_____

* PC: 40 GB Harddrive, 128 mb RAM, Intel PIV1, 950 MHz Processor, Windows 98, Microsoft Office 97.

Note: Prices are per day and includes taxes, all the materials, setup and tear down.

Company Name: _____ Booth #: _____

Address: _____

Country: _____ Phone: _____

Fax: _____ E-mail: _____

Contact Name: _____

Signature: _____ Date: _____

Order form should be forwarded to Carmen Galvan, *Creative Cancun*, via fax: **011-52-9-882-1061**

Payment Deposit Payable to ~ Party Props S.A. de C.V.:

- Banamex Account in dollars N° 9001672, branch 657, Swift BNMXXMXXMM.
- Banamex Account in pesos N° 1004796, branch 657



Trade Show ~ 2002



AUDIOVISUAL EQUIPMENT

Please send this form before Sept 10, 2002 in order to insure availability.

Description	Qty.	Price/Day	Days	Total
TV 29" Flatron	_____	US\$ 66.00	_____	_____
Automatic VCR VHC	_____	US\$ 34.00	_____	_____
Rack for TV & VCR	_____	US\$ 10.00	_____	_____
		TOTAL:		_____

Note: Prices are per day and includes taxes, all the materials, setup and tear down.

Company Name: _____ Booth #: _____

Address: _____

Country: _____ Phone: _____

Fax: _____ E-mail: _____

Contact Name: _____

Signature: _____ Date: _____

Order form should be forwarded to Carmen Galvan, *Creative Cancun*, via fax: **011-52-9-882-1061**

Payment Deposit Payable to ~ Party Props S.A. de C.V.:

- Banamex Account in dollars N° 9001672, branch 657, Swift BNMXXMXXMM.
- Banamex Account in pesos N° 1004796, branch 657



Trade Show ~ 2002



FURNITURE

Description	Qty.	Price/Event	Total
Black Chair	_____	US\$ 12.00	_____
8'x32" Table with white cloth	_____	US\$ 44.00	_____
8'x16" Table with white cloth	_____	US\$ 44.00	_____
Square table 3'x3' with blue cloth	_____	US\$ 15.00	_____
Counter of 3' x 3' x 1'6"	_____	US\$ 55.00	_____
Aluminum tripod	_____	US\$ 10.00	_____
Swivel bar stool	_____	US\$ 30.00	_____
Circular black table	_____	US\$ 30.00	_____
Carpet (Gray or blue) per 10'x8' booth	_____	US\$ 75.00	_____
		TOTAL:	_____

Note: Prices are per event and includes taxes, all the material, setup and tear down.

Company Name: _____ Booth #: _____

Address: _____

Country: _____ Phone: _____

Fax: _____ E-mail: _____

Contact Name: _____

Signature: _____ Date: _____

Order form should be forwarded to Carmen Galvan, *Creative Cancun*, via fax: **011-52-9-882-1061**

Payment Deposit Payable to ~ Party Props S.A. de C.V.:

- Banamex Account in dollars N° 9001672, branch 657, Swift BNMXXMXXMM.
- Banamex Account in pesos N° 1004796, branch 657



Trade Show ~ 2002



HOSTESSES

DESCRIPTION	Qty.	Days	Price/Event	Total
Hostess 1 to 4 hrs.	_____	x _____	US\$ 90.00	_____
Hostess 1 to 8 hrs.	_____	x _____	US\$ 190.00	_____
Hostess additional hour	_____	x _____	US\$ 23.00	_____
Model 1 to 4 hrs.	_____	x _____	US\$ 100.00	_____
Model 1 to 8 hrs.	_____	x _____	US\$ 205.00	_____
Model additional hour	_____	x _____	US\$ 35.00	_____
			TOTAL:	_____

Note: Prices includes uniform, but no meals after 4 hours.

Company Name: _____ Booth #: _____

Address: _____

Country: _____ Phone: _____

Fax: _____ E-mail: _____

Contact Name: _____

Signature: _____ Date: _____

Order form should be forwarded to Carmen Galvan, *Creative Cancun*, via fax: **011-52-9-882-1061**

Payment Deposit Payable to ~ Party Props S.A. de C.V.:

- Banamex Account in dollars N° 9001672, branch 657, Swift BNMXXMXXMM.
- Banamex Account in pesos N° 1004796, branch 657



Trade Show ~ 2002



PLANTS & FLOWERS

Description	Qty.	Price/Event	Total
Fichus o areca palm of 3' height aprox.	_____	US\$ 22.00	_____
Fichus o areca palm of 5' height aprox.	_____	US\$ 32.00	_____
Tropical flower 1 piece view	_____	US\$ 40.00	_____
Tropical flower piece 2-view	_____	US\$ 56.00	_____
		TOTAL:	_____

Note: Prices are per event and includes all the material, setup and tear down.

Company Name: _____ Booth #: _____

Address: _____

Country: _____ Phone: _____

Fax: _____ E-mail: _____

Contact Name: _____

Signature: _____ Date: _____

Order form should be forwarded to Carmen Galvan, *Creative Cancun*, via fax: **011-52-9-882-1061**

Payment Deposit Payable to ~ Party Props S.A. de C.V.:

- Banamex Account in dollars N° 9001672, branch 657, Swift BNMXXMXXMM.
- Banamex Account in pesos N° 1004796, branch 657