

# Exhibition Proposal

A vibrant photograph of the Miami skyline at dusk. The sky is a deep blue with scattered white clouds. In the foreground, a concrete bridge spans across a body of water. The water is a mix of blue and green, reflecting the sky and the city lights. In the background, several tall skyscrapers are visible, including the Freedom Tower. The overall scene is bright and colorful, capturing the essence of a modern city by the water.

**ITBE**

**15-16 October 2024**

Miami International Airport,  
North Auditorium

[www.itbe.international](http://www.itbe.international)

# Welcome Messages

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On behalf of my Team at the ITBE Organizing Committees, I invite you to join us as a valued partner in the inaugural Trade Expo. This year, for our second edition, we are at Miami International Airport, Florida.

I encourage you to join us in highlighting the leadership that thrives within our community (both local and abroad).

We will open our doors to a committed public.

This year, our Exhibition will have a dedicated program of activities, industry showcases and roundtables will be held in the Miami International Airport Auditorium.

The aim is to build synergies between exhibitors to create a common strike force and open up new markets.

I am delighted to present the Exhibition opportunities for the 2024 International Trade & Business Expo.

Kindest regards,

**Viviane G CHIFFRIN**  
Chairwoman

Welcome to the ITBE Trade Expo! We are proud to partner with guests from different sectors, including handicraft, aerospace aviation, food and beverage, sustainable energy, fashion, transport & logistics, etc.

Our mission is to promote international business development while networking with stakeholders. The objective is to win market share meet with decision makers and to achieve productive partnerships.

Currently, Florida has strengthened its economic leadership position and competitive advantages.

Thanks to its constant attractiveness, more and more companies are attracted and contribute to the development of this state.

This favors a multicultural and international environment.

The local and international companies that join us are innovative, competitive, and productive.

As an organization, ITBE can help you directly engage with prospective customers, Institutions, and relevant stakeholders to facilitate you, and your organization, meeting these goals.

As Partners and Exhibitors, we need you to realize this challenge.

**ITBE Team**

## Program at a Glance

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### Tuesday 15th October 2024

Exhibition opening at 9 am

Opening Ceremony 10 am

Congress Program & Exhibition

### Wednesday 16th October 2024

9 am 4 pm Congress Program &

Exhibition

### Wednesday 16<sup>th</sup> October 2024

3:30 pm ITBE Awards Reception

## Fast Facts

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### In 2024 we are waiting for

- International attendees from Europe, Africa, Caribbean.
- Local attendees from USA

## Why Exhibit?

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At the International Trade & Business Expo, Exhibitors will have access to attendees and decision-makers from USA, Africa, Caribbean and Europe.

Delegates will attend from a range of industries, including:

- Aviation & Aerospace
- Art & Craft
- Agri-Business
- IT, Digital & social media
- Fashion & Apparel
- Food & Beverage
- Transport & Logistics
- Business Tourism
- Sustainable Energy

Activities will include:

- Welcome Reception held within the Auditorium Hall
- Space for start-ups, entrepreneurs, and SME's through to space for large equipment/major exhibits
- Opportunities for Exhibitors to showcase products/technologies with a dedicated presentation space in the Auditorium.
- Booths will be held on the balconies.

## Major Exhibits

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Space for major exhibits is limited and organizations wishing to bring large equipment into the Exhibition must advise the Conference Organizer no later than Friday 13 September 2024 to ensure adequate space is available.

## How to Confirm

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To confirm your participation in the 2024 ITBE Congress, please complete the Acceptance Form at the back of this brochure and return it [contact@itbe.international](mailto:contact@itbe.international). You will receive an invoice for payment of the booth.

## Exhibition Booth Structure

### 2m x 1m Booth

- \$350

- One single micro booth (including table, chairs)
- One Exhibition registration
- Company name listed in Congress literature.

### Other Sizes Exhibition Booth

On demand

# Terms & Conditions

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## Acceptance and Allocation:

ITBE, the Congress Organizing Committee and Conference Organizer (All Occasions Management) reserve the right to accept or reject any application for Exhibition at its absolute and unfettered discretion with the return of any deposit paid.

Exhibition packages, which may be limited in number, will be generally allocated to those organizations who apply earliest. Allocation of booths, regardless of the preference indicated, and alteration of the floor plan is at the discretion of ITBE, the Congress Organizing Committee and Conference Organizer, whose decision will be final.

## Application and Payment:

To confirm an Exhibition package, please complete the attached Acceptance Form and return it to the Conference Organizer. An invoice for payment will be sent along with a confirmation letter outlining the details once deposit payment is received. Should the payment not be received before the 13<sup>th</sup> of September 2024. The package will be released for resale.

## Cancellation Policy:

If the event is cancelled by ITBE, the Congress Organizing Committee and / or Conference Organizer, the Exhibitor is entitled to a 100% refund. If the event is rescheduled by the Conference Organizer, and the Exhibitor can reasonably demonstrate their inability to participate they will be entitled to a full refund. In the case of cancellation by the Exhibitor, notification in writing should be sent to the Conference Organizer. In the event of cancellation within 30 days of the Congress, ITBE reserves the right to retain monies paid in full unless resold. In the event of cancellation beyond 30 days prior to the Congress, an administration fee of \$110.00 will be applied.

## Consequential Damage:

ITBE, the Congress Organizing Committee and Conference Organizer will not be liable for any indirect or consequential damages arising out of a breach of this Exhibition contract.

## Detailed Requirements and Due Dates:

ITBE, the Congress Organizing Committee and Conference Organizer's requirements regarding the artwork for logos and advertisements, specifications and delivery details for signage, arrangements for static display, delivery of satchel inserts, or other arrangements will be sent to you in a confirmation letter with relevant due dates. Logos will be requested in both .jpg and .eps format, high resolution 300dpi. Should an alternative format be received, ITBE and the Conference Organizer cannot be held responsible for the quality of the logos displayed in any of the promotional material. If materials, information or artwork required by ITBE and/or the Conference Organizer are not received by the designated due date, inclusion for their intended purpose cannot be guaranteed. The value of these entitlements will not be refunded if this is the case.

## Exceptional Circumstances:

ITBE, the Congress Organizing Committee and Conference Organizer reserve the right to change the venue and duration if exceptional circumstances demand. In the event of a change of venue and/or duration, the agreement to participate will remain in force as long as the Exhibitor is informed at least one month before the planned Congress. ITBE, the Congress Organizing Committee and Conference Organizer will use reasonable endeavors to remedy the impact of exceptional circumstances.

## Exhibitor Display Rules:

ITBE, the Congress Organizing Committee and Conference Organizer shall determine the hours during which the Exhibition shall be conducted, and the hours of access permitted for exhibitors.

All Exhibition booths are to be fully manned and operational during the Congress and removal or change of any of the areas will not commence until after the Exhibition closes at 4 pm on Wednesday 16th October 2024.

No advertising material is allowed outside the designated booth area without prior consent.

Excessive noise that inconveniences other exhibitors or the Congress attendees will not be allowed. This will be at the discretion of ITBE, the Congress Organizing Committee and Conference Organizer.

No obstruction of any form is allowed in the aisles and walkways.

While companies are encouraged to pursue novel methods of attracting people to their stand, practices disadvantaging other companies or detracting from the Exhibition will be discouraged.

Exhibitors will acknowledge that ITBE, Conference Organizing Committee, Conference Organizer, the Exhibition hire company and Convention and Exhibition Centre will not be responsible for any loss or damage to the exhibitor's property and that all exhibitor material and equipment is the sole responsibility of the exhibitor.

All custom stand designs must be approved by the Conference Organizer and Convention and Exhibition Centre to allow for unrestricted views. Custom booths which aren't open plan (for example a structure with one or more walls) may need to be located against the perimeter of the Exhibition.

## Partnerships:

Nothing contained in the agreement will be deemed to constitute a partnership, joint venture or agency relationship between you and ITBE and/or the Conference Organizer. You must not do anything where you will, in any way, be represented that you are a partner of ITBE and/or the Conference Organizer.

## Responsibility:

ITBE, the Congress Organizing Committee, Conference Organizer and Exhibition Centre accept no responsibility for any act, accidents, omissions on the part of service providers, the accuracy or content of any written or oral statements by speakers in connection with this event, delay, damage, personal injury or death. The Exhibitor is responsible for all personal injury or damage to property arising in connection with the Exhibitor display area, howsoever caused. The Exhibitor will indemnify the Conference Organizer in respect of any claim and demands in respect thereof. The Exhibitor must take out adequate insurance in respect of all such claims.

## Exhibition Packages:

Please refer to the Exhibition packages in the Exhibition Proposal document. Any variations to the description of each package must be agreed in writing with the Conference Organizer. Exhibition entitlements will not commence until the Acceptance Form and payment is received by the Conference Organizer.

## Unavoidable Occurrences:

In the event that the International Trade & Business Expo/Exhibition is cancelled or delayed through no fault of ITBE, the Congress Organizing Committee, Conference Organizer and the Venue Manager, due to but not limited to, fire, flood, labor disputes, natural disasters, acts of God, civil disorders, riots, insurrections, work stoppages, slowdowns or disputes, or other similar events then the Exhibitor shall not be entitled to any refund or claim for any loss of damage.

## Venue:

The Exhibitor and the servants, agents, contractors and invitees of the Exhibitor are also to observe the rules, regulations and procedures as prescribed by the Miami International Airport Auditorium.



# Acceptance Form

ITBE EIN 37-1804684.

Salutation	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Dr	<input type="checkbox"/>	Other (please specify)	<input type="text"/>		
Contact Person*	<input type="text"/>													
Position	<input type="text"/>													
Organization	<input type="text"/>													
Address	<input type="text"/>													
Suburb	<input type="text"/>					State	<input type="text"/>			Postcode	<input type="text"/>			
Country	<input type="text"/>				Phone	<input type="text"/>				Mobile	<input type="text"/>			
Email	<input type="text"/>													

\*All correspondence will be forwarded to this person.

## Exhibition Package (please tick):

<input type="checkbox"/>	2m x 1m Micro Booth - \$350 (including table, chairs)	<input type="checkbox"/>	32" TV screen rental - \$250
<input type="checkbox"/>	One Exhibition registration Company name listed in Congress literature.	<input type="checkbox"/>	
<input type="checkbox"/>	TOTAL	<input type="text"/>	

I/WE AGREE TO THE TERMS AND CONDITIONS SET OUT IN THIS SPONSORSHIP AND EXHIBITOR PROPOSAL

Signature

Date

Please send this form to [contact@itbe.international](mailto:contact@itbe.international)