

DRAFT – 1/23 9:45am

Read carefully the information provided below as it will provide you all information you need prior to your arrival to Jamaica.

Important notice regarding the CHTA Team

The CHTA team will be working out of Jamaica as of Friday, Jan. 25th.

In consideration of last-minute preparations, the following communication guidelines will streamline the communications:

- If you need to make a name change to your registration, this can be handled on-site; if you prefer to send it in writing, please do so to events@caribbeanhotelandtourism.com, however we cannot guarantee sending a confirmation of the change. Include on the subject line the reference Name Change;
- Refer to the website for information on schedule of events;
- If you need a receipt for payment of your registration, visit the registration area once appointments start;

We ask for your patience and request that messages are not forwarded to other members of the team as this will prompt duplicate requests.

Transportation

Buyer delegates only - Round-trip airport transfers to the host hotels are included with your registration. A transportation voucher has been distributed by email which you must present at the Caribbean Travel Marketplace/Jamaica Tourist Board welcome desk upon arrival in Jamaica. **To assist the destination in making necessary arrangements for these transfers, we ask that you submit your round-trip flight details to Rachel.stormes@yahoo.com (you do not need to copy the CHTA team).**

For all other delegates, taxis are available at the airport. If you need any assistance arranging your transfer to your hotel, the J Caribbean Travel Marketplace/Jamaica Tourist Board will have a welcome desk at the airport.

Shuttle service will be available from the host hotels to the Montego Bay Convention Centre starting on Monday, Jan. 28th in time for registration. The detailed itinerary will be shared with delegates this weekend and will also be available at the desk of each hotel.

Booth Setup and Information

Suppliers and sponsors can setup their booths starting on Monday, Jan. 28th at 2:00pm. Setup will be allowed only during registration hours. You will receive your booth number when you pick-up your registration credentials. If you need to rent any last minute item, outside of the material included with your booth, there will be a service desk to rent additional items – please note that quantities and variety may be limited. If you shipped any materials directly with the recommended freight forwarder, these will be in your booth by the time setup starts at 2:00pm on Monday, Jan. 28th.

Specific details on inclusions in every booth is available on this [link](#). Remember the selling floor is not carpeted. Tear down is only allowed as of 5:30pm on Thursday, Jan. 31st.

Dress Code

The attire for the event is comfortable Caribbean business attire for the business sessions, we suggest light clothing and comfortable shoes due to concrete floor at selling floor and cobblestones in the outdoor areas at the Convention Centre. Long shorts and capris will be allowed.

For the evening functions, both events are outdoors, and the recommended attire is:
Opening Celebration “Grande Market” – Cocktail.

80 degrees and Palm Trees “All White Beach Party” - Casual, white clothing, flat footwear suggested

Opening Celebration – Grand Market “A Taste of Jamaica”

You do not want to miss Jamaica’s welcome to Marketplace delegates. Delegates can prepare to be hosted in fine style at an epicurean event to tantalize the tastebuds. The Grand Market will showcase the Jamaican gastronomy experience, a culinary journey through Jamaica’s colorful history and various international influences that has culminated over its history to become what is now a global flavor. As we enjoy the many flavors that comprise this epicurean experience so come prepared to dance under the stars to the musical stylings of the Reggae trio, Jolly Boys and then by the one and only Billboard Reggae chart topper, Tarrus Riley as we celebrate the opening of Caribbean Travel Marketplace 2019.

Appointments and Schedules

[On the Online Directory](#), appointment taking/sharing delegates are able to send messages to one another, request new appointments, cancel appointments, block appointment times, view company profiles of registered companies and print their appointment schedule. Instructions on how to do this via the system are available on [this link](#). Each appointment taking/sharing delegate is in full control of your individual schedule. **We recommend that you bookmark the link to the Online Directory and keep your delegate ID and password accessible.**

Registration

When you claim your credentials at registration, please make sure that you carry a picture I. D. with you and have it available at all times. To ensure that only bone-fide delegates are able to enter the selling floor and official events, you will receive both a badge and a wrist band; both must be worn to gain access. Should a delegate misplace either, then a \$25 replacement fee will apply (and these may only be re-issued upon presentation of a picture I.D.).

Misuse of Delegate badges, which includes sharing, rotating or exchanging badges, registering a delegate that represents a CHTA member who does not qualify to attend the event, does not have access to the selling floor or is an expired member is not allowed, and any registered company/delegate found misusing Delegate badges will be removed from the Caribbean Marketplace Business Floor with no refund of fees paid.

Registration hours are:

Monday, Jan. 28	2:00pm - 6:00pm
Tuesday, Jan. 29	10:00am - 6:00pm

Wednesday, Jan. 30 7:30am - 6:00pm
Thursday, Jan. 31 8:00am – 5:00pm
Registration will be located in the Exhibit Hall

We urge all delegates to claim their registration materials and for suppliers/sponsors to setup their booths prior to the start of the business sessions on Wednesday morning.

Tickets are not sold for social events as these events are considered a networking opportunity.

Host Hotels

Half Moon
Holiday Inn Resort Jamaica
Hyatt Ziva/Zilara Rose Hall
Iberostar Suites Hotel
Iberostar Beach Hotel
Jewel Grande Montego Bay & Spa
RIU Montego Bay
RIU Palace
RIU Reggae
SeaGarden Beach Resort

Transportation will be available from these hotels starting on Monday, Jan. 28th in time for registration opening at 2:00pm. If you are staying at a property not listed above, you will need to make arrangements to get to the Montego Bay Convention Centre or Sandals Montego Bay (location of the final event).

Social Media

We encourage you to follow our social media platforms and join the conversation by using the hashtag #CHTAMarketplace2019.

We look forward to welcoming you to Caribbean Travel Marketplace 2019!