



**EXHIBITION FOR THE FIFTH MINISTERIAL MEETING
AND FIFTEENTH INTER-AMERICAN BOARD OF AGRICULTURE MEETINGS -
JAMAICA 2009
October 27-30, 2009**

Montego Bay, Jamaica, The Ritz Carlton, Golf & Spa Resort, Rose Hall

Dear Exhibitor:

During the Fifth Ministerial Meeting, “Agriculture and Rural Life in the Americas” as well as the Fifteenth Regular Meeting of the Inter-American Board of Agriculture, to be held in Montego Bay, Jamaica from October 25 – November 01, 2009, an Exhibition Show will be hosted at the venue by the Ministry of Agriculture and Fisheries. The show will allow organizations to showcase their agricultural goods and services, network and deepen relationships amongst providers of agricultural products and services within the Hemisphere.

To this end, we enclose information to facilitate your participation in the exhibition.

THEME OF EXHIBITION: *Agriculture – Advancing Rural Life to 2015 and Beyond*

RESERVATION OF SPACES

Countries must state in writing their interest in participating as exhibitors, and submit the registration form to: Mr. Don McGlashan (dgo@moa.gov.jm) Tel: (876) 977-5921 or Mrs. Sonia Rickards (sonmay2@yahoo.com) Tel: (876) 920-2723.

SET UP AND TAKE DOWN DATES

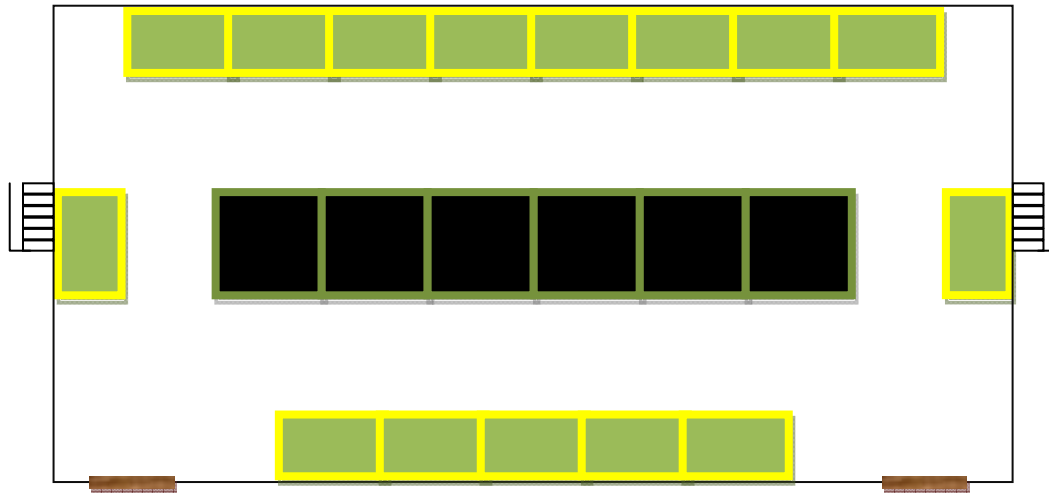
SET UP: Monday, October 26 at 10:00 hrs to Tuesday, October 27 at 1400 h
TAKE DOWN: Friday, 30 October, 1700 h – 2100 hrs

DESCRIPTION OF BOOTH

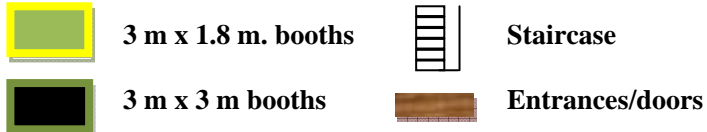
The Ministry of Agriculture and Fisheries will provide participating countries with:

- Booth space – There are two options (1) 3 m wide x 3 m deep or (2) 3 m wide x 1.8 m deep. Booths are 2.4 m tall and of prefabricated aluminum
- Headboard on each booth - 2.95 m wide x 0.45 m high for name of institutions/company
- Lighting, power outlet and electrical power cable. Available power – 110 and 220 Vac. at 50 Hz

Floor Plan of Display Area



KEY



Exhibits can include posters, banners, photographs, documents, videos, compact disc and other printed material.

- Booth rental**
- 3 m x 3 m x 2.4 m booth @ US\$600.00
 - 3 m x 1.8 m 2.4 m booth @ US\$550.00
- The cost includes set-up, pull-down and security*

The following equipment can be made available at an additional cost per day indicated in the table below.

Equipment	Daily Price US\$)
20" Computer Monitor	75.00
42" Plasma Monitor w/base	300.00
50" Plasma Monitor w/base	375.00
Lap Top Computer	75.00
Desk Top Computer	75.00
Laser Printer	45.00

PAYMENT METHOD

- Cheques (US\$) payable to the *Permanent Secretary, Ministry of Agriculture and Fisheries*
- Wire transfer to Account number **371052623**, National Commercial Bank:

Routing Code:	JNCBJMKX
Account Number:	371052623
Bank:	National Commercial Bank Matildas Corner Branch 15 Northside Drive Northside Plaza Kingston 6 Jamaica W.I.

REGISTRATION FORM FOR EXHIBITORS
Deadline for submission July 31, 2009

Please fill in the blanks below.

Name of Institution: _____

Contact Person: _____

Address: _____

Country: _____

Telephone: _____ Fax: _____

Email _____ Web Site: _____

Brief description of services and/or products provided by
the Institution: _____

SIGNAGE FOR HEADBOARD

Please state how the sign is to be read:

SUBMIT THIS FORM VIA E-MAIL TO Don McGlashan at dgo@moa.gov.jm; or Sonia Rickards at sonmay2@yahoo.com.