

## Appendix I

### Public Service Week 2023

#### Exhibition Guidelines

Wednesday 21<sup>st</sup> June, 2023; 9:00am – 5:00pm

### 1.0 OVERVIEW

The United Nations Public Service Day is commemorated on June 23<sup>rd</sup> annually to highlight the contributions of the public service to the development process. The Ministry of Public Administration (MPA), as the Ministry with the responsibility for the Public Service, leads the coordination of the observances.

### 2.0 THE EXHIBITION

The Public Service Day Expo and Career Fair is designed to showcase and educate the public about services and career paths offered by Ministries, Departments and Agencies (MDAs) across Trinidad and Tobago.

### 3.0 LOCATION

Port of Spain Ballroom, Hyatt Regency Trinidad

### 4.0 DATE AND TIME

Wednesday 21<sup>st</sup> June, 2023; 9:00am – 5:00pm

### 5.0 SET-UP AND DISMANTLE

All exhibits must be set-up by the exhibitor on move-in day. No set-up will be allowed during expo hours. Dismantle of an exhibit will not be permitted prior to the close of the work day.

Employees may access the Port of Spain Ballroom from the third floor of the Hyatt Regency carpark.

Only employees whose identification and pictures have been submitted by their respective Ministry, may enter the hall.

As per the Hyatt Regency guidelines, exhibitor set-up will begin at 12 noon on Tuesday 20<sup>th</sup> June, 2023. All booths must be set up and outfitted by 10:00pm on Tuesday 20<sup>th</sup> June.

Dismantling of booths MUST be completed by 9:00pm on Wednesday 21<sup>st</sup>, 2023.

### 6.0 ELIGIBILITY

The event will be an exhibition style with each participating MDA having a designated space for a display booth. Each MDA shall be allowed two (2) Ministry officials to be present at the booth.

The two (2) employees' names and titles, as well as all names of external contractors assisting your Ministry with its booth set-up must be submitted to [publicserviceday2023@gov.tt](mailto:publicserviceday2023@gov.tt) by Friday 9<sup>th</sup> June, 2023 so that work permits can be generated.

## **7.0 ASSIGNMENT OF SPACE**

The MPA will assign exhibit space on a first-come, first-served, space-available basis. The MPA reserves the right to assign or reassign Ministry's booth space so that the arrangement of the exposition is in the best interest of all attendees and Ministries.

Preferred booth location choices and booth separation cannot be guaranteed by the MPA.

## **8.0 POWER OUTLETS AND WI-FI**

Ministries requiring power supply for electronic equipment are required to communicate this to the MPA via [publicserviceday2023@gov.tt](mailto:publicserviceday2023@gov.tt) by Friday 9<sup>th</sup> June, 2023.

There are power outlets located at various points along the perimeter of the room, however exhibitors will be required to bring their own extension cords as the nearest outlet may be located a distance away.

Hyatt Wi-Fi will be provided on the day of the event.

## **9.0 INFRASTRUCTURE**

The Ministry of Public Administration will provide all Ministries with:

- 1 6ft table
- 2 chairs
- 1 tablecloth

## **10.0 AUDIO-VISUAL**

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors.

## **11.0 MEALS**

Breakfast will be served from 8:00am and lunch will be served from 11:00am to the two (2) personnel representing their respective Ministry on Wednesday 21<sup>st</sup> June, 2023.

## **12.0 USE OF SPACE**

12.1 During exhibition hours, each exhibit must be staffed by the two (2) Exhibitors. Exhibitors should be properly attired in their respective Ministerial t-shirts and shall conduct themselves in a professional manner at all times during the exhibition.

12.2 All material used by Exhibitors in exhibit booths must be fireproofed. Dangerous fuels are prohibited. Respective Ministries must accept full responsibility for compliance with national, and city fire safety regulations.

12.3 Exhibitor's equipment demonstrations and other presentations must be confined to Exhibitor's booth, and at a noise level not offensive to nearby exhibitors.

12.4 Exhibitor may not cement, nail, tack, tape or attach any material to any floor, wall, or column.

12.5 Exhibitor business activities, giveaways and advertising matter may only be conducted and/or distributed within Exhibitor's assigned booth. Exhibitor must display and arrange materials in such a manner so as not to obstruct sight lines of neighboring exhibitors.

12.6 Prizes, drawings, awards, raffles, lotteries, or promotion of special discount offers must be equally offered to all attendees, and only promoted within Exhibitor's assigned booth.

12.6 Exhibitor is responsible for security and storage of give-away items.

12.7 Exhibitor is not allowed to solicit, which includes placing signs or handouts on any conference hotel and convention center grounds or parking areas.

12.8 Exhibitor is not permitted to sell products for delivery at the show.

12.9 Exhibitors may not smoke at the exposition or during entertainment sessions.

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