



SEOGS

25-28 June 2024
Paramaribo | Suriname

Hosted by

STAATSOLIE

THE NEXT
STAGE OF
SUCCESS



4-7
JUNE
2024

EXHIBITOR
MANUAL

www.suriname-energy.com



WELCOME

Thank you for booking your exhibitor package at the **Suriname Energy, Oil & Gas Summit and Exhibition (SEOGS)** taking place from 4th – 7th June 2024 at the Torarica Group Hotel, Paramaribo-Suriname.

This manual provides all the relevant information, forms to complete and material to prepare for the event.

Please ensure you read this manual carefully and complete all forms by the stated deadlines.

If you have any questions or require further assistance, please do not hesitate to contact our operations director:

Marcela Cuartas:

mcuartas@gep-events.com

Links to the venue overview, 2024 floorplans (halls 1-3) are available below

- [SEOGS 2024 Venue General Layout](#)
- [SEOGS 2024 Floorplan Hall 1](#)
- [SEOGS 2024 Floorplan Hall 2](#)
- [SEOGS 2024 Floorplan Hall 3](#)

TABLE OF CONTENT

WELCOME	2
EZONE	3
YOUR ACTIONS	4
EXHIBITION TIMETABLE	5
GENERAL INFORMATION.....	6
RULES & REGULATIONS.....	7
SHELL SCHEME INFORMATION.....	10
SPACE ONLY INFORMATION.....	13
EXHIBITOR LOCAL PARTENERS & SUPPLIERS	16
ADVERT ARTWORK SPECIFICATIONS	19



EZone

Exhibitors will find all actions online on the SEOGS Exhibitor Zone, you can access the Ezone via [this link](#)

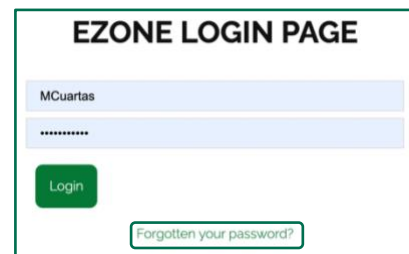
You will be able to:

- Complete your online and official event profile
- Fill in all required forms (outlined in the next section in this guide) that are accessible in the E-Zone via the menu option: *Exhibitor Manual*
- Submit your latest news and press releases and add promotional marketing material via the Ezone to support your participation in the event

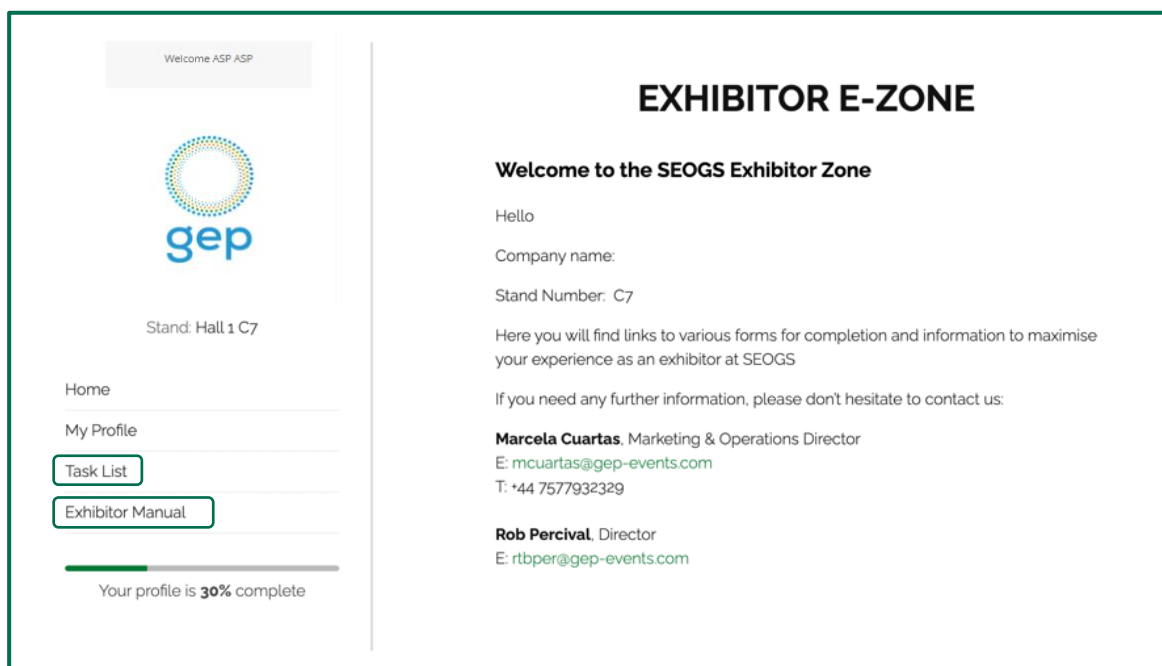
Each exhibitor main contact person should have received an email containing a unique username and password to access the site. If you haven't received this email, please contact our team.

If you forgot your password, you just need to go to the [EZone login page](#) and click in *forgotten your password?*

If you need any further information or support regarding the SEOGS exhibitor zone please don't hesitate to contact us:



Marketing & Operation: Marcela Cuartas, Marketing & Operations Director, e: mcuartas@gep-events.com



YOUR Actions

YOUR ACTIONS (compulsory):		DEADLINE:
Logo: Please supply a vector or high quality rasterised version of your logo. This will be the logo used on all branding throughout the Summit	EPS file	NOW <i>(If you have not already sent us)</i>
Company profile: You are entitled to maximum 1,000 characters/100 words description of your company to be included in the event app & Digital Show Guide & website	E-Zone: My profile tab	1 May <i>(If you have not already sent us)</i>
Exhibitor badges: the details for all personnel from your company and associated companies who will be manning your exhibition stand	E-Zone: Exhibitor Manual- Form 2	1 May
Exhibition - ONLY for “shell scheme”	Board name E-Zone: Exhibitor Manual - Form 3	1 May
Exhibition – ONLY for “space only”:	Stand design E-Zone: Exhibitor Manual - Form 4	1 May
Delegate names: if you have booked delegate places for the conference, complete form 5 with details of the delegates	E-Zone: Exhibitor Manual - Form 5	1 May
Digital show guide advertisement: if you have booked or as part of your sponsorship an A4 Full Page 4 Colour Portrait Advertisement for the SEOGS digital show guide, please see spex in Pag. 14 to send the ARTWORK to our team.	Spex pag. 14	1 May

YOUR ACTIONS (optional):		DEADLINE:
Accommodation booking:	Info on page 3	Now
Additional Furniture Hire:	Contact on page 9	Check with Supplier
Recommended Stand Contractors for Space Only	Contact on page 10	Now
Freight Forwarding / Customs Clearance	Contact on page 12	Check with Supplier
Printing & Graphics	Contact on page 12	Check with Supplier
Flowers	Contact on page 12	Check with Supplier
Stand Catering	Contact on page 13	Check with Supplier
Temporary Staff / Hostesses	Contact on page 13	Check with Supplier
Digital show guide advertisement – BOOK HERE: Spex on page 14	E-Zone: Exhibitor Manual - Form 6	1 May

**Failure to provide information by the deadline indicated will result in your details being omitted from the event materials*

Our staff will be available at the registration desk during the following hours:

Saturday 1st – Monday 3rd June

09:00 – 18:00

Tuesday 4th – Friday 7th June

08:00 – 18:00

EXHIBITION TIMETABLE

STAND BUILD

Wednesday	29 th MAY	08:00 – 20:00 – space only exhibitors
Thursday	30 th May	08:00 – 20:00 – space only exhibitors
Friday	31 st May	08:00 – 20:00 – space only exhibitors
Saturday	1 st June	08:00 – 20:00 – space only and shell scheme exhibitors
Sunday	2 nd June	08:00 – 20:00 – space only and shell scheme exhibitors
Monday	3 rd June	08:00 – 20:00 – space only and shell scheme exhibitors
Tuesday	4 th June	08:00 – 14:00 - space only and shell scheme exhibitors

**Please note that these times may change – you will be informed closer to the event if this is the case*

STAND BUILD MUST BE COMPLETE BY 14:00 in time for the Day 1 Opening on Tuesday 4th June

The Day 1 opening will include a Plenary Leadership Dialogue, Presidential Address and government opening in the Royal Ballroom (12:30 – 18:00), followed by the Exhibition Inauguration and VIP opening tour (18:00 – 19:00) and an exhibition opening drinks and cultural reception at Staatsolie stand (18:30 – 19:30). Senior executives should be on your completed exhibition stands between 17:45 – 19:00 to meet and greet the government delegations as they tour the exhibition.

EXHIBITION OPENING TIMES

Tuesday	4 th June	16:00 – 19:00 (all delegates & exhibitors only)
Wednesday	5 th June	10:00 – 16:30 (all trade visitors only)
Thursday	6 th June	10:00 – 16:30 (all trade visitors only)
Friday	7 th June	10:00 – 16:00 (Public day)

Please note, the power will be turned off each night 1 hour after the show closes. 24hr supply is not available.

EXHIBITION BREAKDOWN

Friday 7th June from 16:00 – 22:00 (for shell scheme only)
Saturday 8th June from 08:00 – 19:00

PLEASE NOTE: All stands MUST remain intact until the exhibition has officially closed at 16:00 on Friday 7th June. The exhibition is for the full four days and breaking down early not only impinges on venue health and safety regulations but is detrimental to the quality of the event for other exhibitors, delegates and visitors.

All exhibits stand fittings and waste material **must be completely cleared from the hall by 20:00 on Saturday 8th June.** The Organisers will not be responsible for any goods left on site after breakdown. It is your responsibility to remove ALL stand fitting materials, carpet tape, packaging, excess literature and waste from the marquees. The exhibitor/contractor responsible for the rubbish will be charged accordingly.

GENERAL INFORMATION

EVENT VENUE



Torarica Group first opened their doors on July 10th 1962 and sets out to be the traveler's destination of choice. The brand 'Torarica' is one of the oldest and most well-known hotel brands in Suriname. As if now Torarica Group consists of three hotels: Torarica Resort, Eco Torarica and Royal Torarica.

How to get there?

Kleine Waterstraat 10, Paramaribo – Suriname

www.torarica.com

SEOGS 2024 delegates & exhibitors have access to special rates at Torarica Group, please make your own reservation.

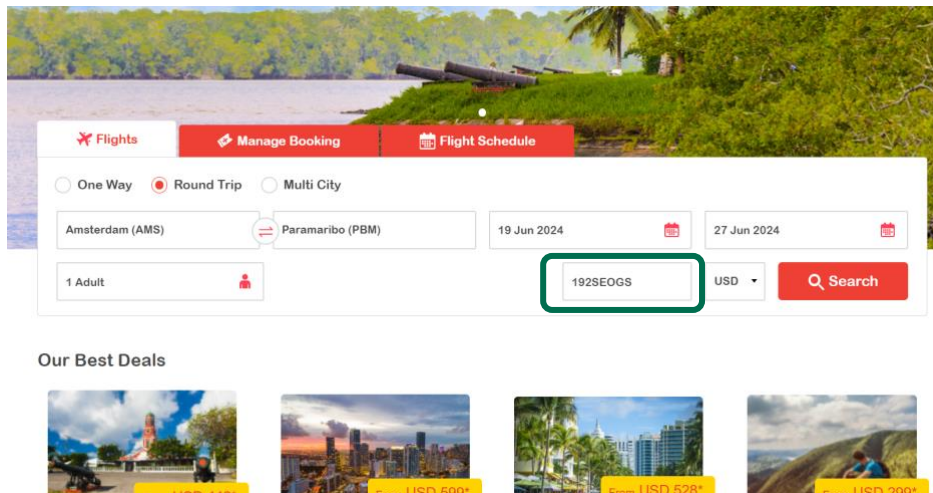
Royal Torarica, Torarica resort and Eco Torarica are **FULL BOOKED NOW**

OTHER RECOMMENDED HOTELS

- The Marriott Courtyard Suriname: As a hotel partner of the event the Marriott Courtyard Paramaribo has a special early bird room rate for SEOGS attendees [Book your room rate for SEOGS here](#), start day 2nd June and end date 7th June, book your room now, special rate finish on 6th May.
- Yogh Hospitality: as a recommended hotel the Yogh hotel has a special room rate for the SEOGS week please contact duty.manager@yogh.sr to request the discounted rate. Domineestraat 7-11, Paramaribo, Suriname <https://yogh.sr/>
- Royal Breeze Hotel: Waterkant 78, Paramaribo, Suriname <https://www.royalbreezeparamaribo.com/>
- Q-inn Hotel Paramaribo: Costerstraat 35, Paramaribo – Suriname www.q-inn.com/es
- Oxygen Resort: Bombaystraat 21 A, Paramaribo – Suriname www.oxygen-resort.com/en/
- The Mansion Suites: Anton Dragtenweg 191, Paramaribo, Suriname. Themansionsuites.com
- Ramada by Wyndham Princess Paramaribo: Kleine Water St 19, Paramaribo, Suriname - <https://www.wyndhamhotels.com/ramada/paramaribo-suriname/ramada-paramaribo-princess-hotel/overview>
- Queens Hotel: Kleine Waterstraat no 15, Paramaribo – Suriname. www.queenshotelsuriname.com
- Elegance Hotel & Casino: Frederick Derbystr 99-100, Paramaribo – Suriname. www.elegancehotelcasino.com
- Jacana Amazon Wellness Resort: Commewijnestraat 35, Zorg en Hoop, Paramaribo – Suriname. www.jacanaresort.com
- Hotel Babylon: Lalla Rookhweg 25, Paramaribo – Suriname. www.hotel-babylon.com
- Holland Lodge: Mahonylaan 25, Paramaribo – Suriname www.hollandlodgeparamaribo.com/
- Hotel Krasnapolsky: Dominee St 39, Paramaribo – Suriname
- The Golden Truly Hotel & Casino: Jozef Israel Street 43, Paramaribo – Suriname
- Expat Housing Suriname, contact Janneke Smit on whatsapp +597 7783243 or email info@expathousingsuriname.com
- Soela Apartments: Nachtegaal straat 36-40, Paramaribo – Suriname.

Website: www.soelaapartments.com
Booking info: info@soelaapartments.com

Flights with Surinam Airways our airline partner: Get up to 40% discount with Surinam airlines using a discount code online **192SEOGS** (case sensitive) while searching for their desired flights on <https://reservations.flyslm.com/ibe/search>



The discount code applies to trips made between 28th May till 7th June 2023. The discount code applies from the following departure cities: Amsterdam (AMS), Curacao (CUR), Aruba (AUA), Miami (MIA) and Georgetown (GEO).
The selling period end on 30th April 2024, don't miss the opportunity.

Other Airlines discount:

AIR FRANCE and KLM as official carriers get up to 15% discount on a wide range of public fares on all AIR FRANCE, KLM and their code-shared flights worldwide.

ID Code: **41259AF**

Travel Valid Period: **May 28, 2024 to June 14, 2024**

Please visit the event website or access directly through

<https://globalmeetings.airfranceklm.com/Search/promoDefault.aspx?vendor=AFR&promocode=41259AF>.

VISA

Entry fees for tourism are available for the citizens of the countries listed here:

<https://suriname.vfsevisa.com/suriname/online/home/who-can-apply-for-e-tourist-card>

For an ordinary visa and for other nationals, please apply for E-Visas in advance. Check your country here and follow the instructions:

<https://suriname.vfsevisa.com/suriname/online/home/who-can-apply-for-eVisa>

If you are applying for an e-visa, Staatsolie will share an invitation letter to support the application, please contact america@gep-events.com to request the letter

RULES & REGULATIONS

1. Summit & Exhibition grounds are run by Torarica Group of Hotels

If any damage is caused by exhibitors to the property of Torarica Group, the exhibitor will be responsible for any repairs.

2. Sales

“Over the counter” cash sales are not permitted.

3. Promotions

Exhibitors are forbidden to place stickers, signs or posters anywhere in the hall other than within their own stands. Likewise, exhibitors’ representatives cannot distribute brochures and invitations etc. along the aisles or near the entrances and exits. Exhibitors wishing to stage promotional activities involving the demonstration of games, organized competitions or quizzes must seek permission from the Organizers.

4. Insurance

Although every reasonable security precaution is taken throughout the build-up, open period, and breakdown, the Organizers will not themselves be held responsible for the safety of articles of any kind brought into the exhibition site by the exhibitors, their workers, agents or contractors, members of the public or any person whomsoever – or any loss, damage, or accident which may occur to any exhibitor’s (or contractor’s) property or personnel.

Exhibitors shall insure, indemnify and hold the Organisers harmless in respect of all costs, claims, demands and expenses to which the Organisers may in any way be subject as a result of any loss or injury arising to any person (including members of the public or the Organisers’ staff, agents or contractors) howsoever caused, as a result of any act or default of the exhibitor, his workers, agents, contractors or invitees.

5. Payment Terms

Exhibitors will not be allowed to occupy their space or stand if the payment has not been received by the organiser.

6. Security

The Organisers in conjunction with Torarica will control general security arrangements for the exhibition. Security cover commences at 08:00 hours on 29th May 2024 and will be provided round the clock. Exhibitors and their staff will not be allowed in the exhibition hall after official hours.

7. Removal of Exhibits

If for any reason the exhibitor wishes to remove an exhibit during the exhibition, an exit pass must be first obtained from the organizers’ office in the foyer at the Royal Ballroom.

8. Official Contractors

The Organisers have appointed an official Contractor for the construction of the stands. The services of the Contractor are for the convenience of exhibitors, and the Organisers will accept no liability in respect of any contract entered into between exhibitor and such contractor for the negligence or default of any such person, their suppliers and agents. In

adherence to safety requirements, only the Organisers' Official Contractor may carry out electrical installation. The responsibilities of the Official Contractor are as follows:

- To construct standard shell scheme stands
- To rent out furniture, optioned display items and additional electrical fittings
- To control the activities of outside Contractors, under the Organisers' supervision.
- To advise on construction design and stand decoration, and to build contracted stands as ordered by exhibitors and approved by the Organisers.

9. Outside Stand Contractors (Space Only)

Exhibitors may appoint their own contractors for stand design and construction subject to approval in writing by the organiser. In such cases the exhibitor must forward **Order Form 4** to the Organiser. Exhibitors are responsible and liable for their appointed contractors' observance of all rules and regulations. Entrance badges will be issued on site for official contractors and appointed outside contractors on arrival. No other person is permitted to enter the building during construction and clearance.

10. Official Electrical Contractors

The Official Electrical Contractor must carry out all electrical installation work.

SHELL SCHEME INFORMATION



SEOGS 2023 - Shell scheme exhibitors

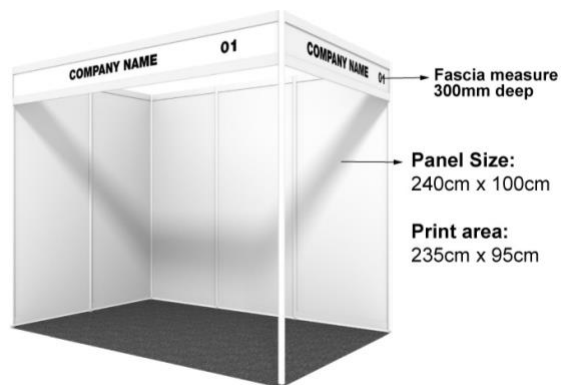
Exhibitors who have ordered shell scheme will receive a stand to the following specification erected by the official stand contractor (Roeli's Lighting & décor). Each shell scheme stand comes with the following:

- Walls
- Fascia name board
- Electricity – with each stand 2 spotlights and 1 x electric socket is provided
- 1 x Table
- 2 x Chairs
- 1x bin (trash can)



The shell scheme is constructed of white plastic panels fixed in an aluminium frame. Please note that **the panels are 2.4 metres high by 1 metre wide, print area is 235cm high by 95cm wide**. Fascia name boards with aluminium rails will be fitted to open sides. Illustrations of the scheme are available below.

SHELL SCHEME VISUAL: 3M x 2M – TWO SIDES OPEN (CORNER STAND)



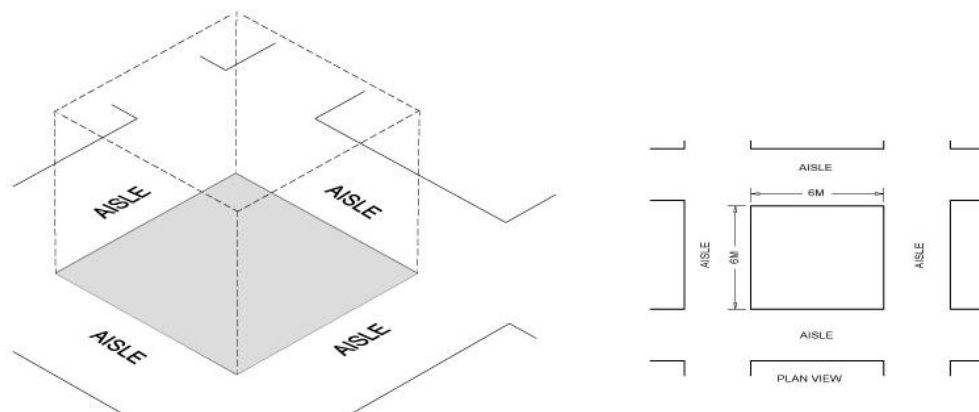
SHELL SCHEME VISUAL: 3M x 3M – ONE SIDE OPEN (IN-LINE STAND)



SHELL SCHEME VISUAL: ISLAND BOOTH

“Island booth” including shell scheme package is an area with a gangway on all four sides but includes shell scheme package.

Stand walls that are on an aisle facing another exhibitors’ stand should **NOT exceed 3m** in length without an opening or glazed panel of at least 1m in width. Walls should either have natural breaks, glazed panels or open view. In circumstances where an opening or vision panel is not practical, such as the wall of a plant room behind a machine, then a plan must be submitted and written permission given from the Organiser for an exception to the above rule.



The illustration depicts typical sites. Check your own space allocation for dimensions, number and location of open frontages.

It is strictly prohibited to affix nails, hooks, tacks, screws, adhesives, or similar items to the shell scheme, floors, walls, ceiling or other parts of the premises, nor to paint or disfigure any parts of the stand or other parts of the premises.

Light material may be attached with double sided adhesive pads or similar, provided such materials can be removed during breakdown without damage to the wall panels. Should exhibitors wish to order a design to be printed and attached to the shell scheme walls this should be ordered directly with the stand contractors or any of the recommended suppliers.

Exhibitors occupying shell scheme stands must ensure that all internal stand fitting, exhibits and displays are contained within the shell scheme structure and **do not exceed 2.4 metres**

in height. No suspensions are to be made from the ceiling of the exhibition hall without the written approval from the Organisers.

Display materials should be arranged in such a manner so as not to obstruct sight lines of neighbouring exhibitors or interfere with the flow of traffic

ELECTRICITY

With each shell scheme stand, 2 spotlights are fitted. One electric socket is also provided (110V). Extra electric sockets should be ordered directly with **ROELI'S lighting & décor**. Costs of electricity consumed are included within the rental charge.

The official site contractor is responsible for the supervision and installation of the official Shell Scheme electrical services and provides a full on-site technical service and maintenance, in addition to having overall responsibility for all electrical work.

Where pre-fabricated electrical units form part of any exhibitors display arrangements, such installations must conform and be subject to inspection and approval by the contractor, before a connection to the main supply is made.

It is not possible for exhibitors to obtain local skilled labour on site for the installation of electrical equipment. Charges for fitting will cover the supply on hire, installation, maintenance and removal at the close of the exhibition.

We reserve the right to disconnect any installation which is regarded as dangerous or likely to cause annoyance to visitors or other exhibitors.

CARPET

A grey carpet is provided for all shell scheme stands within the price of your stand

FURNITURE

1x table and 2x chairs will be provided for each stand, if you require additional furniture then please order by contacting the official providers directly. All supplier listed in Page 16

FASCIA NAME BOARD

Shell scheme booths include a fascia (name board). The fascia is part of the shell scheme system, and **it is 300mm deep**.

Shell scheme exhibitors must confirm the exact wording of their company name for the fascia board. Please complete **Form 3**.

Failure to do so by **1st May 2024** may result in the name board and listing in the conference guide being incorrect.

Should you wish to order any additional items outside your package e.g. graphics, furniture, catering, etc. please refer to the EXHIBITOR LOCAL PARTNERS & SUPPLIERS section of this manual.

SPACE ONLY INFORMATION



What is a space only stand?

Each space only exhibitor receives an allotted stand space, literally ‘chalk marks on the marquee floor’. Space only or ‘free build’ exhibitors will need to contract a stand builder to design and construct their bespoke stand. It is important that you also take into consideration views of your stand from every angle, and ensure that the back of your structure, if visible, is cleanly finished off. Fixing items to the marquee structure or any surrounding shell scheme is strictly prohibited.

Space only stands must fit entirely within the space purchased.

Exhibitors occupying space only stands are reminded that no stand fitting, electrics or flooring are provided by the Organisers. Floor coverings must be secured and maintained so that they do not cause a hazard.

Exhibitors providing their own displays must ensure that these are completely finished, including pre-mounting of samples, lettering, photographs etc on plywood or other suitable board before delivery to site.

SPACE ONLY EXHIBITORS ARE REQUIRED TO SUBMIT DESIGN PLANS TO:
mcartas@gep-events.com by **1st May 2024 for latest.**

Designs must be sent with full measurements including elevation drawings from all angles and details of the stand contractor. *The organizers reserve the right to amend or reject a*

design likely to unreasonably affect nearby exhibitors' sites in any way. Be sure to meet the deadline to allow enough time to make any amendments if necessary. Exhibitors are held responsible for any damages caused by their approved contractors.

Exhibitors providing their own displays must ensure that these are completely finished, including pre-mounting of samples, exhibits lettering, photographs etc, on plywood or other suitable board before delivery to site.

HEIGHT RESTRICTIONS

Stand fitting and display work to space only sites should not exceed an overall height of 3 metres. Exceptions are only allowed with the Organisers' written permission for central stands but stands around the perimeter the maximum height is 3 meters due to the nature of the marquee ceiling.

Applications should be made in writing to the organizers and must be accompanied by a scale drawing. Such application should be made at least four weeks prior to the show.

WALLING

Exhibitors who have reserved a Space Only stand are reminded that, where their stand adjoins or abuts another exhibitor's area, the back of a dividing wall, panels or exhibits which can be seen, must be painted white or masked to present a clean appearance.

Exhibitors are responsible for erecting their own walls meeting with the following requirements:

- Partitions must be a minimum height of 2.5m and the back of your walls must be dressed above 2.4m in a plain, neutral colour to the maximum height of your stand.
- Branding and logos are not permitted on the rear of dividing walls where these overlook neighbouring exhibitors.
- Exhibitors may not use the back of the other stand walls without the consent of the exhibitor concerned.
- Exhibitors adjoining a shell scheme stand may not use the reverse of the neighbouring shell as their dividing wall.

Solid runs of construction or walling along gangway edges are forbidden. All stands, irrespective of height, must have at least 50% of each side either open or fitted with (approved) transparent material with **no more than a 3.5m continuous run of solid walling**. Where runs of walling are to exceed 3.5m a minimum of 1m visual break must be incorporated. **The break must span 0.5m to 2m in height measured from the building floor**. This ensures a break for both wheelchair users and standing people. Furthermore, a visual break must be 100% transparent. Frosted windows will not be permitted as this contravenes a visual break.

ELECTRICS

No electrical equipment or furniture is supplied with the space. All main site electrical work must be carried out by the official electrical contractor (Roeli's Lighting & Décor).

All internal stand electrical work must be inspected and/or tested by the organizer's Official Electrical Contractor prior to turning on the electricity supply.

FIRE SAFETY

All materials used in the construction of any item of stand-fitting or display work must be fireproofed or made of non-inflammable material and must conform, in all respects, with local regulations

POWER SUPPLY AND LIGHTING

All site electrical work must be undertaken and approved by the Official Electrical Contractor through the organiser.

Exhibitors installing electrical accessories for their own displays will be subject to inspection and approval before connection to the mains supply. Users should take care to fit voltage stabilizers to their installations for applications requiring high quality power supply such as computing.

The Organisers reserve the right to disconnect any installation which in their opinion is dangerous or likely to cause annoyance to visitors or other exhibitors.

The switches and control boxes on stands must remain accessible at all times to the technical personnel of the Electrical Contractors.

Exhibitors requiring special arrangements (e.g. 24 hour power, different voltage and frequency or special connections to equipment) must notify the Organisers / Official Electrical Contractor in writing seeking approval and a quotation before the deadline.

All electrical equipment must be inspected and / or tested by the Organisers' Official Electrical Contractors prior to turning on the electricity supply.

Please note, the power will be turned off each night 1 hour after the Summit & Exhibition closes. 24hr supply is not available.

RIGGING

Due to the nature of the marquee structure, rigged structures are not permitted.

Should you wish to order any additional items outside your package e.g. graphics, furniture, catering, etc. please refer to the EXHIBITOR LOCAL PARTNERS & SUPPLIERS section of this manual.

EXHIBITOR: LOCAL PARTNERS & SUPPLIERS

SHELL SCHEME: ADDITIONAL FURNITURE ORDERS

Should you require any additional stand accessories such as TV, furniture, flooring, shelving, graphics etc please contact Roeli's Lighting & décor directly or Orga Nice for furniture

- **Roeli's Lighting & décor**
Naiem Ramahi
Email: naiemramahi@gmail.com, roelislighting@gmail.com
Mob: (597) 890 1888
[Facebook page](#)
- **Orga Nice N.V.**
Shivani Jhagroe
Email: info@organice.sr / shivanijhagroe@organice.sr
Phone: (+597) 8871979 or (+597) 8930093
Furniture rental catalogue [click here](#)
www.orga-nice.org

SPACE ONLY: STANDS CONTRACTORS RECOMMENDED

If you would like to contact a stand contractor, then we can recommend:

- **Roeli's Lighting & Décor**
Naiem Ramahi
Email: naiemramahi@gmail.com, roelislighting@gmail.com
Mob: (597) 890 1888
- **Chetskeys Advertising & Production**
Managing Director: Odette Miranda
Email: o.miranda@chetskeys.sr
Tel: (597) 880-3016
- **ACE Designs & More**
General Manager: Nessa Brahim
Email: n.brahim@acesuriname.com
Tel: (597) 430311 – 532490
- **Zajofa N.V. part of Lustig Events N.V.**
Maurice
Email: info@zajofa.com
Tel: (597) 404919
Mob: (597) 7191719
- **STAS INTERNATIONAL**
Creative Director: Kenzo
Email: kenzo@stasinternational.com
Tel: +597 521 262
www.stasinternational.com
- **Orga Nice N.V.**
Managing Director: Claire Antonius
Email: claireantonius@organice.sr
M: (+597) 8807706
O: (+597) 492510
www.orga-nice.org
- **Precizion Products**
Rick George

Email: rick@precizionproducts.com
Cell: (868) 680-2535
<https://www.tecnauk.com/partners/precizion-products>

FREIGHT FORWARDING

For Forwarding, Logistics, and Custom Clearance Purposes, please contact:

- **Surinam Air Cargo/Paramaribo International Cargo Office (PICO)**
Ernesto Burke
e.burke@surinamaircargo.nl
info@surinamaircargo.nl / info@pico.sr
T: 0031 (0) 20 6530984
<https://surinamaircargo.nl/en/>
<https://pico.sr/home/>
- **ISL International Shipping Suriname N.V.**
Randy Badal
Email: Randy.Badal@issuriname.com / info@issuriname.com
Telephone: (+597) 868 0588
<https://isltrinidad.com/>

PRINTING & GRAPHICS

Should you wish to have printed materials or graphics designed or printed for your stand, then please contact the recommended printer and graphic designer for the event:

- **Multi Graphics Signs & Designs**
Michael Zhang
Email: multigraphicsnv@gmail.com
Whatsapp: +597 855 0638
- **Multiforms N.V.**
Guno Polime
Email: guno@multiforms.sr
Tel: +597 401680 # 8021
- **Universal Business Solutions**
Errol Niamut
Email: errol@ubs-nv.com
Tel: (+597) 452 300 / 459 062
Mob: (+597) 880 7 345
NL: (+31) 06 3749 1991

FLOWERS

Floral decorations may be ordered through the official stand contractor:

- **Roeli's Lighting & Décor**
Naiem Ramahi
Email: naiemramahi@gmail.com, roelislighting@gmail.com
Tel: (597) 533206 Fax: (597) 533681
Mob: (597) 890 1888

CATERING

Whilst the host hotel, the Torarica Group has several food outlets; exhibitors wishing to serve drinks and snacks from their stand may wish to contact the on-site catering company which is provided by the Torarica Hotel:

- **Hotel catering ‘TorCuisine’**
Email: corporate@torarica.com
Phone: (597) 471500 ext. 5259/ 5386

TEMPORARY STAND STAFF

Should you wish to have hosts/hostesses to assist on your exhibition stand, please contact:

- **Busy Bee Hostess and Party Service**
Deborah Arlaud
Email: busyb@sr.net
Whatsapp: 597 876 1682
- **CEO Vaudelle Consultancy nv**
Angerica Vaudelle
Email: Vaudelleconsultancy@gmail.com
Whatsapp: 597 8843783

TRANSPORT AND SECURITY

VIP services/ Safe airport transportation, Pre-travel safety inductions, Local journey management, K9 dog security services, Armed & unarmed security officers and Bug sweeping can be ordered through:

- **Innovative Protective Services N.V. (INPROSER)**
“Safety Through Innovation”
info@inprosernv.com
<https://www.inprosernv.com/>
Phone number: +597 432 754
Virolastraat 4, Paramaribo

UNLOADING & LOADING

It is essential that all exhibitors, contractors and courier vehicles needing access the venue’s loading space for build and breakdown are directed to right space for access.

Improving efficiency for exhibitors and contractors delivering during build-up and breakdown is an essential factor for a successful show.

SEOGS is adopting a control pre-show unloading space for deliveries to the exhibition floor to ensure access, reduce waiting times and traffic congestion at the carpark.

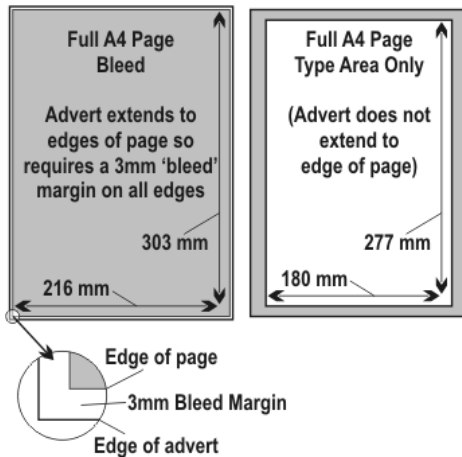
For a seamless process it is essential that vehicles needing access to the venue to unload go to the right car park:

Space only stands: Torarica Resort by the tennis court

Shell Scheme stands: Royal Torarica car park

ADVERT ARTWORK SPECIFICATIONS

If your contract includes an advert, please supply us with the artworks in the specifications listed below for the Digital Show Guide:



All sizes expressed as Width x Height

Trim: 210 x 297 mm

Bleed: 216 x 303 mm

- All images used need to be a minimum 300dpi resolution and in a CMYK format not RGB
- All fonts must be supplied or text converted to curves
- No spot colours to be used in artwork, please make sure these are converted to CMYK
- Artwork to be supplied in PDF format and saved using the PDF/X-1a:2001 compliance setting
- All PDFs must be supplied with 3mm bleed, crop marks and with all fonts embedded

- Electronic copy in an acceptable format can be emailed to Marcela Cuartas, mcuartas@gep-events.com (up to 5mb in size) - please include your Name, Company, Email Address and Phone number when sending copy. Otherwise use TransferWise
- **Copy received after the deadline will not be included in the catalogue**

Deadline date: 1st May 2024