

# JAPEX 2008

## The Jamaica Product Exchange

Sponsored by:  
Jamaica Hotel and Tourist Association  
Jamaica Tourist Board  
**April 25-27, 2008**  
Hilton Kingston Hotel  
Kingston, Jamaica

## SUPPLIER REGISTRATION FORM

Register on the Web at [www.jhta.org/japex.htm](http://www.jhta.org/japex.htm)

### GENERAL INFORMATION - SUPPLIERS

**JAPEX** - The Jamaica Product Exchange was created in 1990 to provide a professionally organized business exchange where wholesalers and tour operators could meet and conduct business with Jamaica's leading tourism suppliers.

**JAPEX** is a project of the Jamaica Hotel and Tourist Association (JHTA) and the Jamaica Tourist Board (JTB) and is supported by every Jamaican organization involved in the development, promotion and sale of the Island's tourism product.

**JAPEX** 2008 is April 25 (arrival day) through April 27 at Hilton Kingston Hotel, Kingston, Jamaica. For two days, suppliers of Jamaican tourism products and services meet with nearly 200 different Tour Operators and Wholesalers from throughout the world who have a specific interest in Jamaica and its products and services.

Suppliers may now register for JAPEX 2008 on the Japex official website at [www.jhta.org/japex.htm](http://www.jhta.org/japex.htm). It is quick, easy and cost effective. Suppliers will also be able to access the electronic Delegate Directory, make and view appointments on the website.

**JAPEX** 2008 will feature for the eighth year, the JAPEX Travel Agents' Day. We will be welcoming approximately 100 Travel Agents on Sunday, April 27th at 9:00am. The Agents will visit Suppliers at their booths to gather information and familiarize themselves with Jamaica as a destination. The Jamaica Tourist Board is handling all of the arrangements for the Travel Agents and we look forward to a successful event!

**HOW JAPEX WORKS** - A JAPEX Online Directory of Participants including marketing and product information on all participating suppliers and buyers is made accessible to delegates upon registration. Upon receipt, supplier delegates review information on buyers and request appointments with those buyer companies they want to meet. Since appointments are only scheduled through buyer request and perfect matches, suppliers are encouraged to make advance contact with buyers they are interested in meeting. Appointments are arranged in advance through computer matching of prescheduled appointment requests received from buyers and suppliers. Appointments may also be scheduled once you arrive in Kingston during on-site Scheduling Sessions.

**JAPEX APPOINTMENTS ARE "BUYER FRIENDLY"** - JAPEX appointments are scheduled in two different ways: 1) Perfect Match, when the buyer requests a supplier and the same supplier requests that buyer; and 2) Buyer requested appointments, which are based solely upon the buyer's requests.

Approximately a week before JAPEX begins, all registered companies receive a faxed summary of appointments which have been pre-scheduled for your company. Upon arrival in Kingston, each company receives an Appointment Book which lists all pre-scheduled appointments, as well as a Prospect Report of buyers who requested to meet with their company but with whom an appointment was not scheduled. Suppliers are encouraged to see these buyers during carefully structured Scheduling Sessions.

please continue...  
**SUPPLIERS**

# Application to Register ■ JAPEX 2008 SUPPLIERS

April 25 – 27, 2008 ■ Hilton Kingston Hotel ■ Kingston, Jamaica

The address in Address Block 1 will be used on all printed materials including indexes in the Official Directory of Participants, and name badge credentials. Unless otherwise specified, the Official Directory of Participants will be sent to Address Block 1 as completed below. PLEASE TYPE OR PRINT CLEARLY.

## ADDRESS BLOCK 1:

Company/Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

(Please include country and city codes where applicable)

Email \_\_\_\_\_ Web Site URL \_\_\_\_\_

## ADDRESS BLOCK 2:

Please send my Directory of Participants and appointment request forms to the address indicated below:

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

(Please include country and city codes where applicable)

Email \_\_\_\_\_ Web Site URL \_\_\_\_\_

**PRIMARY DELEGATE:** All information will be sent to the Primary Delegate at the address indicated above.

*Please complete the information below as you would like it to appear on your name badge.*

**PLEASE ATTACH A SEPARATE LIST IF YOU ARE REGISTERING MORE THAN FOUR DELEGATES FROM YOUR COMPANY.**

### DELEGATE NUMBER ONE:

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Appointment  Non-Appointment

### DELEGATE NUMBER THREE:

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Appointment  Non-Appointment

### DELEGATE NUMBER TWO:

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Appointment  Non-Appointment

### DELEGATE NUMBER FOUR:

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Appointment  Non-Appointment

## Electricity in the booths will be available on a limited basis and must be requested in advance.

To help ensure the productivity of JAPEX, no competing functions are allowed during official JAPEX business hours or during official JAPEX social functions.

### SUPPLIER REGISTRATION FEES:

JHTA members registered ON or BEFORE March 28, 2008 have the following Registration Options:

**OPTION 1: Large booth** - 8 feet wide x 6 feet deep - includes two schedules with up to 30 pre-scheduled appointments each, two delegates, a pipe and drape booth with a back curtain measuring 8 feet high and 8 feet wide and side curtains measuring 3 feet high and 6 feet deep, one large table, 4 chairs (two on each side) and a company identification sign - US\$990.00

**OPTION 2: Standard booth** - 6 feet wide x 6 feet deep - includes one schedule of up to 30 pre-scheduled appointments, one delegate, a back curtain measuring 8 feet high and 6 feet wide, and side curtains measuring 3 feet high and 6 feet deep, one small table, 2 chairs (one on each side) and a company identification sign - US\$490.00

**OPTION 3: Small booth** - includes one schedule of up to 30 pre-scheduled appointments, one delegate, one small table, 2 chairs (one on each side) and a company identification sign - US\$300.00. Note: This option is open only to small properties with 50 rooms or less. There are a limited number of booths and they are assigned on a first received, first paid basis.

Fees for additional delegates are US\$175.00 per delegate. Companies may register as many supplier delegates as they wish. Supplier Delegates ARE NOT allowed on the JAPEX business floor without a Supplier badge. There are no "visitor" or "day" badges available.

Registration forms received AFTER March 28, 2008 are subject to a US\$100.00 increase in the Supplier Booth fee.

In addition to your booth and pre-scheduled appointments, registration fees include a listing in the official JAPEX Directory of Participants, name badge credentials and participation in all officially scheduled food and social functions. There is no maximum to the number of large and standard booths purchased by any one company/organization, however only one small booth is permitted per company/organization. Booth sharing by different companies is not allowed.

### CANCELLATION OF REGISTRATION:

Cancellations received 30 days prior to the event (on or before March 28, 2008) will receive full reimbursement of registration fees, less a US\$50.00 cancellation fee. Cancellations received after March 28, 2008 will be reimbursed at the sole discretion of JAPEX Management.

### PRELIMINARY SCHEDULE OF EVENTS:

Dress is business casual during the day and elegantly casual during the evenings.

#### FRIDAY, April 25, 2008

Official Arrival Day for all JAPEX Delegates

- 10:00 am - 6:00 pm Registration & Credentials Claiming
- 10:00 am - 5:00 pm Supplier Booth Set-Up
- 3:30 pm - 5:00 pm JTB Presentation/Media Update
- 7:00 pm Official Opening
- 7:30 pm Welcome Reception - Sponsored by Hilton Kingston Hotel

#### SATURDAY, April 26, 2008

- 7:30 am - 9:00 am Registration & Credentials Claiming for Late Arrivals
- 7:30 am - 8:30 am Breakfast for All Delegates
- 8:45 am - 9:45 am Supplier to Buyer Scheduling Session  
Buyer to Supplier Scheduling Session
- 10:00 am - 5:00 pm Appointments are scheduled continuously throughout the day
- 12:30 pm - 2:30 pm Working lunch (each delegate is scheduled 60 minutes for lunch)
- 7:30 pm 'Many Moods of Kingston' - Sponsored by JHTA Kingston Chapter

#### SUNDAY, April 27, 2008

- 9:00 am - 10:00 am Travel Agents Visit with Suppliers on the Selling Floor
  - 10:00 am - 2:00 pm Appointments are scheduled throughout the day
  - 1:00 pm - 2:15 pm Working Lunch
  - 2:30 pm Supplier Booth tear down
- Free Evening for Delegates to Enjoy Kingston

## REGISTRATION & BOOTH INFORMATION:

Please register my company for the following:

____ Large booth(s) at US\$ 990.00 per booth (on or before March 28, 2008)	Total US\$ _____
____ Large booth(s) at US\$1090.00 per booth (after March 28, 2008)	Total US\$ _____
____ Standard booth(s) at US\$490.00 per booth (on or before March 28, 2008)	Total US\$ _____
____ Standard booth(s) at US\$590.00 per booth (after March 28, 2008)	Total US\$ _____
____ Small booth at US\$300.00, one only, (on or before March 28, 2008)	Total US\$ _____
____ Small booth at US\$400.00, one only, (after March 28, 2008)	Total US\$ _____
____ Additional delegates at US\$175.00 per delegate	Total US\$ _____
Grand Total Enclosed US\$ _____	

## SPECIAL BOOTH LOCATION REQUESTS:

All booths are arranged geographically on the floor plan, as indicated by your answer to question E in the Marketing Information section of this registration form, unless otherwise indicated below. Please place my booth in the following section of the floor plan:

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## CONFIRMATION OF PARTICIPATION:

Companies who submit a registration application along with fees will receive written confirmation of registration by mail or by fax.

## JAPEX 2008 SUPPLIER HOTEL INFORMATION

Hotel Accommodations are for registered delegates only and are not included in booth or delegate registration fees. Supplier Companies are requested to arrange their own housing in Kingston for JAPEX 2008. The JHTA has organized a special discounted rate at the Host Hotels.

For JAPEX 2008, there are several hotels with a limited number of rooms available in each category during JAPEX dates. Rate

is per night, based on Single or Double occupancy and do not include tax and service charges. For more information on Supplier Housing Discounts, you may contact the JHTA.

Hotel Room Rates DO NOT Include Room Taxes, Service charges & Maid Gratuities, except where indicated, and are based on Single or Double occupancy, and must be paid upon checkout.

### \_\_\_\_ Hilton Kingston Hotel

<input type="checkbox"/> Garden	US\$120.00 single	US\$135.00 double
<input type="checkbox"/> Tower	US\$135.00 single	US\$150.00 double
<input type="checkbox"/> Exec	US\$185.00 single	US\$200.00 double

### \_\_\_\_ Jamaica Pegasus Hotel

<input type="checkbox"/> Deluxe	US\$125.00 single	US\$135.00 double
<input type="checkbox"/> Royal Club	US\$170.00 single	US\$190.00 double

### \_\_\_\_ The Courtleigh Hotel & Suites

<input type="checkbox"/> Deluxe:	US\$120.00 single	US\$130.00 double
<input type="checkbox"/> One Bedroom Suite:	US\$167.00 single	US\$177.00 double

### \_\_\_\_ The Knutsford Court Hotel

<input type="checkbox"/> Superior Room	US\$115.00 single	US\$125.00 double
<input type="checkbox"/> Junior Suite	US\$132.00 single	US\$142.00 double
<input type="checkbox"/> One Bedroom Suite	US\$166.00 single	US\$177.00 double

## PAYMENT INFORMATION:

Payment MUST accompany Registration form. Please make all checks payable in U.S. funds and drawn on a U.S. bank to: Caribbean Hotel Association (CHA), 2655 Le Jeune Road, Suite 910, Coral Gables, Florida 33134. Tel: 305-443-3040, Fax: 305-443-3005.

Form of Payment:  CHECK# \_\_\_\_\_  AMEX  Visa  MasterCard  Diners  Discover

Cardholder's Name: \_\_\_\_\_ Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Signature: \_\_\_\_\_

# SUPPLIER MARKETING INFORMATION FOR THE OFFICIAL DIRECTORY OF PARTICIPANTS

Complete The Following Information Describing Your Company/Organization:

\*Answers Used for Directory Indexes.

**\*A. TYPE OF COMPANY/ORGANIZATION:**

- |                          |                          |  |                          |
|--------------------------|--------------------------|--|--------------------------|
| 1. Airline .....         | <input type="checkbox"/> | 7. Guest House .....                         | <input type="checkbox"/> |
| 2. Attraction .....      | <input type="checkbox"/> | 8. Hotel .....                               | <input type="checkbox"/> |
| 3. Bed & Breakfast ..... | <input type="checkbox"/> | 9. New Property .....                        | <input type="checkbox"/> |
| 4. Car Rental .....      | <input type="checkbox"/> | 10. Hotel Management Company .....           | <input type="checkbox"/> |
| 5. Condominium .....     | <input type="checkbox"/> | 11. Destination Marketing Organization ..... | <input type="checkbox"/> |
| 6. Cruise Line .....     | <input type="checkbox"/> | 12. Government Tourist Organization .....    | <input type="checkbox"/> |

**B. IN WHICH TYPES OF BUSINESS DOES YOUR COMPANY SPECIALIZE?**

- |  |                          |                                  |                          |
|--|--------------------------|----------------------------------|--------------------------|
| 1. Individual Travelers .....            | <input type="checkbox"/> | 5. Sports Programs .....         | <input type="checkbox"/> |
| 2. Groups .....                          | <input type="checkbox"/> | 6. Special Interest Travel ..... | <input type="checkbox"/> |
| 3. Meetings, Seminars, Conventions ..... | <input type="checkbox"/> | 7. Technical Tours .....         | <input type="checkbox"/> |
| 4. Incentives .....                      | <input type="checkbox"/> |                                  |                          |

**C. IF YOUR ORGANIZATION PROVIDES LODGING, PLEASE INDICATE WHICH OF THE FOLLOWING APPLY:**

- |                                 |                          |                                  |                          |                                      |                          |
|---------------------------------|--------------------------|----------------------------------|--------------------------|--------------------------------------|--------------------------|
| 1. 5 Star .....                 | <input type="checkbox"/> | 9. Hotel (101-300 rooms) .....   | <input type="checkbox"/> | 17. Tennis .....                     | <input type="checkbox"/> |
| 2. 4 Star .....                 | <input type="checkbox"/> | 10. Hotel (over 301 rooms) ..... | <input type="checkbox"/> | 18. Golf .....                       | <input type="checkbox"/> |
| 3. 3 Star .....                 | <input type="checkbox"/> | 11. Beachfront .....             | <input type="checkbox"/> | 19. Watersports .....                | <input type="checkbox"/> |
| 4. 2 Star .....                 | <input type="checkbox"/> | 12. Restaurant on Property ..... | <input type="checkbox"/> | 20. Meeting Facilities .....         | <input type="checkbox"/> |
| 5. Cottages/Villas .....        | <input type="checkbox"/> | 13. Internet Facilities .....    | <input type="checkbox"/> | 21. Meal Plans - All Inclusive ..... | <input type="checkbox"/> |
| 6. Resort .....                 | <input type="checkbox"/> | 14. Sports Facilities .....      | <input type="checkbox"/> | 22. Meal Plans - MAP .....           | <input type="checkbox"/> |
| 7. Hotel (up to 50 rooms) ..... | <input type="checkbox"/> | 15. Room Service .....           | <input type="checkbox"/> | 23. Meal Plans - EP .....            | <input type="checkbox"/> |
| 8. Hotel (51-100 rooms) .....   | <input type="checkbox"/> | 16. Laundry Service .....        | <input type="checkbox"/> | 24. In Room Safes .....              | <input type="checkbox"/> |
|                                 |                          |                                  |                          | 25. In Room Internet Access .....    | <input type="checkbox"/> |

**D. IF YOUR ORGANIZATION IS A GROUND OPERATOR, PLEASE INDICATE WHICH OF THE FOLLOWING APPLY:**

- |                                    |                          |                                |                          |
|------------------------------------|--------------------------|--------------------------------|--------------------------|
| 1. Foreign Language Guides .....   | <input type="checkbox"/> | 4. Private Car Transfers ..... | <input type="checkbox"/> |
| 2. Hotel Reservation Service ..... | <input type="checkbox"/> | 5. Group Transfers .....       | <input type="checkbox"/> |
| 3. Hotel Rate Negotiation .....    | <input type="checkbox"/> | 6. Tours .....                 | <input type="checkbox"/> |

**\*E. WHERE IN JAMAICA DO YOU OPERATE?**

- |                                 |                          |                                |                          |  |                          |
|---------------------------------|--------------------------|--------------------------------|--------------------------|--|--------------------------|
| 1. Kingston .....               | <input type="checkbox"/> | 4. Ocho Rios/Runaway Bay ..... | <input type="checkbox"/> | 7. Multiple Locations within Jamaica ..... | <input type="checkbox"/> |
| 2. Mandeville/South Coast ..... | <input type="checkbox"/> | 5. Port Antonio .....          | <input type="checkbox"/> |  |                          |
| 3. Montego Bay/Falmouth .....   | <input type="checkbox"/> | 6. Negril .....                | <input type="checkbox"/> |  |                          |

**F. PLEASE INDICATE WHAT MARKETING SERVICES YOU PROVIDE:**

- |  |                          |  |                          |
|--|--------------------------|--|--------------------------|
| 1. Itinerary Planning .....            | <input type="checkbox"/> | 5. Visual Aids (slides, posters, point of purchase displays, videos, etc.) ..... | <input type="checkbox"/> |
| 2. Overseas Sales Staff .....          | <input type="checkbox"/> | 6. 24 Hour Operations .....  | <input type="checkbox"/> |
| 3. Multiple Language Brochure(s) ..... | <input type="checkbox"/> |  |                          |
| 4. Multiple Language Staff .....       | <input type="checkbox"/> |  |                          |

**G. WHAT IS THE SIZE OF YOUR ORGANIZATION IN US DOLLARS?**

- |                                  |                          |                                    |                          |
|----------------------------------|--------------------------|------------------------------------|--------------------------|
| 1. Under \$250,000 .....         | <input type="checkbox"/> | 4. \$1,000,000 - \$3,000,000 ..... | <input type="checkbox"/> |
| 2. \$250,000 - \$500,000 .....   | <input type="checkbox"/> | 5. \$3,000,000 - \$5,000,000 ..... | <input type="checkbox"/> |
| 3. \$500,000 - \$1,000,000 ..... | <input type="checkbox"/> | 6. Over \$5,000,000 .....          | <input type="checkbox"/> |

**H. HOW MANY CLIENTS DO YOU TYPICALLY HANDLE PER YEAR?**

- |                      |                          |                        |                          |                         |                          |
|----------------------|--------------------------|------------------------|--------------------------|-------------------------|--------------------------|
| 1. 250 or Less ..... | <input type="checkbox"/> | 3. 501 - 1,000 .....   | <input type="checkbox"/> | 5. 3,001 - 5,000 .....  | <input type="checkbox"/> |
| 2. 251 - 500 .....   | <input type="checkbox"/> | 4. 1,001 - 3,000 ..... | <input type="checkbox"/> | 6. 5,001 - 10,000 ..... | <input type="checkbox"/> |
|                      |                          |                        |                          | 7. 10,001 or More ..... | <input type="checkbox"/> |

Please list specific details about your company that will be of interest to JAPEX Buyers:

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# GUIDELINES

These guidelines have been established to provide a foundation for an annual conference to sell inbound travel to Jamaica.

1. The Applicant understands that all arrangements and/or changes must be submitted in writing.
2. The Applicant shall release the host hotels, JAPEX, the JHTA, and its agents, consultants, and employees from all claims, expenses or liabilities arising from any injury or damage to the Applicant, his employee or agent or to the property of the Applicant occurring on the host property or approaches thereto.
3. If JAPEX should be cancelled for any cause such as act of God, war, government action or order, building problem, weather, labor dispute, etc., JAPEX's liability shall be limited to the refund of participation fees.
4. The Applicant shall be liable for any damage he causes to the building, floors, glass, walls, columns or furniture.
5. JAPEX shall not be responsible for loss of, or damage to the Applicant's property due to explosions, acts of God, thefts, fires or any other legitimate condition beyond its control.
6. The Applicant understands that his presence is required at all official functions.
7. The Applicant understands that hospitality suites shall not be open during officially scheduled sessions or functions. Organizations must register hospitality suites and functions with JAPEX management.
8. The Applicant understands that the information contained in the conference material constitutes part of the registration contract, and agrees to conform to all guidelines.
9. JAPEX shall have full power to interpret and amend these guidelines which in its discretion shall be in the best interest of the conference.
10. The Applicant shall not take part in non -JAPEX functions which would preclude attendance at all scheduled activities.
11. The Applicant shall not participate in familiarization trips sponsored and supported by companies and organizations not registered for JAPEX.
12. By completing and submitting this Application for Registration, the Applicant understands that participation must be confirmed in writing by JAPEX before registration is granted. The Application for Registration is not an offer and participation in the conference may be restricted or cancelled by JAPEX for any reason.
13. JAPEX Suppliers shall not schedule competing functions during official JAPEX hours; including, but not limited to: Press Conferences, food functions, and social functions.
14. Press Conferences scheduled by Suppliers may only be held at JAPEX Host Property.
15. JAPEX Suppliers who wish to register additional delegates, either before the event or on-site during JAPEX, must supply the JAPEX Management Firm with a list of Delegates in writing, on company letterhead. This list must be accompanied by correct payment.

As a participant of JAPEX 2008, you and your organization agree to comply with the Guidelines published in this Application. No arrangements other than those contained herein shall be binding upon the parties, unless requests are made in writing and approved by JAPEX management.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name in above signature: \_\_\_\_\_

JAPEX 2008 is a project of the Jamaica Hotel and Tourist Association (JHTA) and the Jamaica Tourist Board (JTB) and is managed by the Caribbean Hotel Association (CHA), 2655 Le Jeune Road, Suite 910, Coral Gables, Florida 33134.  
Telephone: 305-443-3040 • Fax: 305-443-3005.

## FOR CHA USE ONLY

	BY:	DATE:		BY:	DATE:
Form Received:	_____	_____	Payment:	_____	_____
Data Entry:	_____	_____	Confirmation:	_____	_____