



Caribbean
Meeting & Incentive
Travel Exchange

in partnership with SITE
a one-to-one event



AUGUST 13-16, 2017

HYATT ZILARA | HYATT ZIVA ROSE HALL
MONTEGO BAY, JAMAICA

caribbean.incentivetravelexchange.com

SUPPLIER MANUAL

Contact: Jennelyn Popoter, Assistant Event Manager: 212-895-8274, jpopoter@questex.com

HOST CITY

Montego Bay is the second largest city in Jamaica boasting duty-free shopping, beautiful beaches, all-inclusive resorts, bustling cruise line terminals, and much more. Beyond the sandy beaches and crystal clear water, you will get to experience the majestic nature that encompasses the city. An abundance of waterfalls pour into the Caribbean Sea and natural water parks form throughout Montego Bay which is sure to take anyone's breath away.

TRANSPORTATION

Donald Sangster International Airport (MBJ) is located on the northwest coast of the island and is in the heart of Jamaica's leading tourism area. Rose Hall, housing The Hyatt Zilara/Hyatt Ziva, is located 11km away from the airport.

APPOINTMENT SCHEDULING

Access to begin making appointment selections will begin on July 24th for buyers and on July 27th for suppliers. Be sure to list us as a safe sender to avoid communications generated from the appointment system getting caught in spam or junk folders.



MEETING SPACE

Your company will have a designated private deluxe room to conduct your one-to-one appointments with pre-qualified buyers. We encourage you to bring marketing collateral, gifts and décor for your meeting room.

Suggestions:

- Bring enough business cards and collateral
- Customize your discussion to the specific advisors' needs prior to your meetings
- Consider this an opportunity for a relationship-building meeting more than a sales presentation

SHIPPING INSTRUCTIONS

If you would like to send event materials directly to The Hyatt Zilara/Hyatt Ziva, please follow the instructions to fill out shipping details, including the complete listing of each item, description and cost of each item to be shipped. [Click here](#) to download shipping instructions.

**Please note that a copy of the application for waiver of Duty/General Consumption Tax (GCT) must be completed and submitted to the Jamaica Tourist Board's office in Miami, FL.*

SUPPLIER HOTEL ACCOMMODATIONS

The Hyatt Zilara/Ziva
Rose Hall Road, A1
Montego Bay, Jamaica

Web: rosehall.ziva.hyatt.com
Tel: +1 (876) 618-1234
Fax: +1 (888) 763-3901

For questions about hotel booking, contact Jennelyn Popoter via jpopoter@questex.com.

DRESS CODE

Business casual attire is recommended for all daytime functions and networking activities.

TRAVEL TIPS FOR JAMAICA

[Click here](#) to review important travel tips for your trip to Montego Bay, Jamaica.

DIETARY NEEDS/CATERING

If you have any dietary restrictions, please send an email to Jennelyn Popoter at jpopoter@questex.com and we will work with our host to best accommodate your request(s).

In addition, The Hyatt Zilara/Hyatt Ziva has provided an updated menu to use at your pleasure if you would like to order any food and beverage items to your room. [Click here](#) to view menu options.

