



CARIBBEAN

Meeting & Incentive Travel Exchange

2019 SUPPLIER MANUAL



CONTACT

Will Birkett, Supplier Relations Specialist

617-219-8385 | wbirkett@questex.com

WWW.CMITEVENT.COM

SUPPLIER SERVICE MANUAL



HOST COUNTRY

Curacao is home to national parks, ostrich farms, aquariums, forts and many amazing scuba diving spots. The cuisine is favored by European, Latin American, East Asian and West Indian influences, so dining out is great fun. With year-round warm temperatures, gentle breezes and low humidity, Curacao is a great place to visit year-round.

TRANSPORTATION

Curacao International Airport (CUR) is located on the outside of Willemstad, approximately 23 miles from the Santa Barbara Beach and Golf Resort. Transfers to and from the airport are offered complimentary on the official arrival date of August 6 and official departure date of August 9. Note that we must receive your airline flight information prior to July 22, 2019 to include you on our transfer list.

HOST VENUE – Santa Barbara Beach and Golf Resort

2,000 acres of paradise nestled on the Caribbean Sea awaits us as the host for 2019 CMITE. Beach front, magnificent golf course, hacienda style accommodations are all highlights of our host hotel. Find out more at the hotel's website: www.santabarbararesortcuracao.com.

Main Suppliers have accommodations included with their package for the nights of August 6,7,8. Sharing Suppliers will want to make their accommodations arrangements directly with the hotel. Please make your arrangements as early as possible to take advantage of our group rates. Our rates are all-inclusive of F&B in the property's restaurants and outlets. \$300pp/night with each additional person at \$99 pp/night. Sharing Suppliers please submit names via email to ccorrea@questex.com and we will arrange accommodations.



MEETING SCHEDULE

Access to begin making meeting selections will begin in mid -July for buyers and suppliers. You will receive an email with instructions once the system opens for meeting selections. Be sure to list us as a safe sender to avoid communications generated from the appointment system from getting caught in spam or junk folders.

To begin the process, you will simply rank the buyers that you wish to meet with and a schedule will be generated based on your selections with mutual selections as a priority.

MEETING SPACE

Your company will have a designated private deluxe accommodation room to conduct your one-to-one meetings with pre-qualified buyers. We encourage you to bring marketing collateral, gifts and décor for your meeting room. Please follow all appropriate procedures for customs and duty for packages arriving in Curacao including noting deadlines.

Suggestions:

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

SHIPPING INFORMATION

We recommend using FedEx or DHL for any shipments inbound and outbound. To avoid custom clearance delays all shipments need to have an itemized invoice with quantity and price for each item. All FedEx and DHL forms needs to be marked with all charges for sender. Please send all packages to:

Santa Barbara Beach & Golf Resort Curacao
Att: CMITE Event – (Guest Name & Company Name)
Santa Barbara Plantation, Porta Blancu, Nieuwpoort
Curacao, Dutch Caribbean

No storage & handling fees

CUSTOMS BROKER INFORMATION

Caribbean Cargo Services N.V.

T: +(5999) 767-2588 / +(5999) 767-1566

E: shipping@ccs.cw

FLORAL PARTNER

Bonsai

T: +(5999) 461-6388

E: bonsaibloemen@gmail.com

W: bonsaibloemen.wix.com/bonsai

AV CAPEABILITIES & OFFICE NEEDS

All in-room TV's have accessible HDMI ports.
For additional AV requests contact:

Massive Productions

T: +(5999) 461-0253

E: jimmy@massivepro.com

The Business Center is located next to the front desk and is open 24/7. The Business Center has one computer and one color printer.

DRESS CODE

Business Casual attire is recommended for all daytime functions and networking activities. We expect warm temperatures, so dress appropriately.

KNOW BEFORE YOU GO

[Click here](#) to review important travel tips for your trip to Curacao.

DIETARY NEEDS

If you have any dietary restrictions, please send an email to Will Birkett at wbirkett@questex.com and we will work with our host to best accommodate your request(s). Most meals include ample selections to accommodate our guests.

IN SUITE CATERING

Package Offerings

BEVERAGE OPTION #1

6 each Bottled Still Water

Subtotal \$24.00

Total \$31.39 incl. Service Charge & Tax

BEVERAGE OPTION #2

3 each Bottled Still Water

3 each Sodas (Coke, Diet, Sprite)

Subtotal \$24.00

Total \$31.39 incl. Service Charge & Tax

BEVERAGE OPTION #3

12 each Bottled Still Water

Subtotal \$48.00

Total \$62.78 incl. Service Charge & Tax

THE HARVEST BREAK

Naked Juice Smooth

Bottled Water

Whole Fruit

Mixed Nuts

Vegetable Chips

Hummus

Salted Edamame

Subtotal \$12.00 per person

Total \$15.70 incl. Service Charge & Tax per person

A la Carte Offerings

FRUIT

Whole Fruit Bowl \$30.00 per dozen

Sliced Fruit Tray \$35.00 ea.

Tropical Fruit Spears Dutch Chocolate Fondue and Honey Yogurt Dipping Sauce \$36.00 per dozen

BAKED GOODS

Today's Fresh Bakeries: Muffins, Croissants and Danish \$40.00 per dozen

Jumbo Home Style Cookies: Chocolate Chunk, Peanut Butter and Oatmeal \$38.00 per dozen

Chocolate Brownies, Pecan and Lemon Bars \$40.00 per dozen

Assortment of Bagels with Cream Cheese \$38.00 per dozen

IN SUITE CATERING CONTINUED

SNACKS

Granola Bars \$5.00 ea.

Assorted Fruit Yogurts with House Made Granola \$4.00 ea.

Pretzel Bowl \$30.00 ea.

DRINKS

Coffee, Decaf, Hot Water \$64.00 per gallon

Juices, Lemonade \$45.00 per gallon

Soft Drinks, Iced Tea \$4.00 per can

Minute Maid Juices \$5.00 per bottle

Additional Options available on request. If you would like to offer refreshments during your meetings, please email your order to mmklooster@sbrcuracao.com

Valid for in-suite meetings. Please place your order by Friday, July 26th, 2019. There is a onetime set-up fee of \$25 per day, plus cost of product.

Orders placed after July 26th will incur a \$50 pop-up fee per day. Orders placed after July 31st will incur a \$100 pop-up fee per day. To cancel an order, you must do so 48 hours prior to the scheduled date or you will be charged for the full order.

A la carte offerings are subject to 20% service charge and 9% sales tax.

Set-up fees are subject to 20% service charge and 6% sales tax.

OFFICIAL PROGRAM OF ACTIVITIES

SITE is offering its CIS course just prior to CMITE at the Santa Barbara Beach and Golf Resort. It takes place August 5th and 6th. If you are interested, please register directly with SITE to participate in the course. Click [here](#) for more information.

Please check back often at the [event website](#) for updated information on event activities and timetable.

CONTACT US

Questions? Please contact Will Birkett at wbirkett@questex.com. If he does not have the answer, he will find the information or correct contact for you to assist you. Thank you.