

Registration:

How do I register for the conference?

You can register by [clicking here](#).

What are the prices for the conference?

[Click here](#) to see all current prices

What does my registration include?

- Conference Backpack
- 2 Days of Conference
- Access to all sessions and exhibit hall
- Breakfast/Coffee Breaks, Lunch on October 29th and 30th
- Cocktail Reception on October 29th
- Simultaneous Translation on all sessions
- Certificate of Attendance (Provided by Felaban)
- CE Credits
- PPT presentations of all those approved by presenters

Where can I pick up my badge at the conference?

Registration is located on the second floor of the Intercontinental Hotel Downtown Miami. 100 Chopin Plaza. Miami, FL 33131.

What are the registration hours?

Sunday, October 28th, 2018 12:30 p.m. - 5:30 p.m.

Monday, October 29th, 2018 7:00 a.m. - 5:30 p.m.

Tuesday, October 30th, 2018 7:00 a.m. - 3:00 p.m.

Is there a dress code?

Dress code is business or business casual.

How do I contact other Celaes 2018 participants?

All registered participants can use our Celaes Mobile App to send/receive messages from other attendees. The Celaes 2018 App is currently under construction, all registrants will receive an email once the app is up and running.

How can I cancel my registration?

Refunds requested in writing before **July 30th, 2018** will be granted but a cancellation fee of \$250 will be applied. After **July 30th, 2018** no refunds will be given but the registration is transferrable.

How do I transfer a registration to someone else?

Transfers of registration may be processed at no charge. This must be done in writing to msalge@fiba.net no later than 2 days prior to the event.

Will I receive a confirmation email once I submit my registration?

Yes, you will receive a confirmation email showing all details of your registration. If you do not receive this email, please contact msalge@fiba.net. Please do not submit your registration more than once.

Where can I see the information to submit a wire transfer for my registration?

If you would like to send a wire transfer for your payment, please use the following information:

Account Name: Florida International Bankers Association

Bank Name: Bank of America

Miami, Florida

ABA#: 026009593

Acc #: 003437793000

Swift Code (For International): BOFAUS3N

Exhibitor information:

When is the exhibit hall open?

Setup

Sunday, October 28th, 2018 1:00 p.m. - 6:00 p.m.

Exhibit Hours

Monday, October 29th, 2018 8:30 a.m. - 6:00 p.m.

Tuesday, October 30th, 2018 8:30 a.m. - 6:00 p.m.

Tear Down

Tuesday, October 30th, 2018 6:00 p.m. - 7:30 p.m.

Are there exhibit-only passes?

No, the organizers do not provide exhibit only passes.

What's included in my booth space?

Each booth includes:

- 2.5 meter x 3 meter, hardwall
- One 3 meter header with your logo
- Two arm lights
- One 1 meter cabinet
- Two chairs
- One wastebasket
- One 5 amp electrical outlet

Is the exhibit hall carpeted already?

Yes, the exhibit hall is carpeted (hotel carpet). If you would like a different carpet for your booth space, please contact Expo Convention Contractor. For additional please contact **Julian Mendoza** <mailto:julianm@expocci.com>

Where can I order services and materials for my booth?

Expo Convention Contractors is the official show contractor. Please contact Expo for services and materials for your booth, labor, and shipping

Expo Convention Contractors, Inc

Julian Mendoza

Design & Display Account Executive

Phone: 305.751.1234

Email: julianm@expocci.com

Can I bring in my own food and beverage for my booth?

No, The Intercontinental Hotel is the exclusive provider of all food and beverage in the exhibit hall. All food and beverage must be ordered through Intercontinental Hotel. For any questions please contact **Nathalie Duarte** nathalie.duarte@ihg.com

Where should I ship my materials?

We recommend shipping in advance to EXPO CONTRACTORS. **Items must be delivered no later than October 19th, 2018, to:**

Celaes 2018

Company name: Stand #

EXPO Convention Contractors, Inc.

15959 NW 15th Avenue

Miami, Florida 33169-5607

Freight received after this date will incur a 25% late handling fee. Please refer to the exhibitor kit for additional information

What can I hand-carry into the exhibit hall?

Hand carry is defined as small items such as small packages or cartons that an exhibitor is able to carry. Any mechanical assistance is limited to a small dolly or the assistance from the hotel bellman. The assistance of any motorized device or pallet jack is not permitted. When exhibitors hand carry, they may not access designated material handling areas. Exhibitors must use the main entrance of the facility.

If your freight is being delivered by a carrier, you must use EXPO Convention Contractor to unload the freight and transport to your booth. You will also be charged a material handling fee.

Will there be wifi in the exhibit hall?

Yes, there will be wifi in the exhibit hall. However, we recommend ordering a dedicated network for your booth if you require a more reliable connection. Internet services can be ordered through the hotel. Click here to download the form: <http://felabancelaes.fiba.net/wp-content/uploads/2017/12/Exhibit-IT-Order-Form-With-CC-Form-1.pdf> **Under no circumstances should you set up separate WI-FI routers, MI-FIs or hotspots using the Celaes 2018 network, as it will interfere with other exhibitors' and attendees' ability to connect.**

Can I distribute materials outside of my booth?

No, distribution of materials outside of your booth is prohibited including leaving material on tables or handing out brochures in the aisles or entrances of the show.

What are the height limits for my booth?

The booths are 8'x10' (2.5 x 3 m). If your booth is located in the center of the Mezzanine, maximum height is 8'. If your booth is located in the aisles of the Mezzanine, the maximum height is 10'. If your booth does not meet these height limits, please send a picture of your stand to msalge@fiba.net for approval before **July 30th, 2018**.

I am interested in having a booth custom built or renting a booth, who should I contact?

For booth construction, design, and pricing information please contact **Julian Mendoza** julianm@expocci.com

For renting a booth please contact **Belkis Lopez** blopez@fiba.net or **Leonidas Pretelt** lpretelt@fiba.net

Hotel Reservations

How do I make a hotel reservation?

[Click here](#) for hotel reservation, information and to book your room at the Intercontinental Hotel Downtown Miami

How do I make a change to my existing reservation?

You can contact the Intercontinental Hotel directly by phone at [305.577.1000](tel:305.577.1000) or Toll free [+1877.834.3613](tel:+1877.834.3613)

Is there a special rate for valet parking?

Yes, the daily rate is \$17.00 and overnight is \$35.00 (you must show your badge in order to receive these rates).

Speakers & Agenda

Myself or someone from my firm has been confirmed as a speaker, what do I need to do next?

For any questions regarding speaker logistics (e.g. confirming date and time of session, submitting bio and headshot, etc.) please contact **Andrea Beilmann** abeilmann@fiba.net or **Maria del mar Salge** msalge@fiba.net

Where can I find a copy of the current agenda?

The agenda is currently posted [here](#).