

**CARIBBEAN MARKETPLACE
ATLANTIS, PARADISE ISLAND, BAHAMAS
JANUARY 22 – 24, 2012**

SHIPPING INSTRUCTIONS

CHTA highly recommends the use of a broker to assist in transferring and clearing your materials to Caribbean Marketplace.

Below we have provided information on a broker in Miami, who will be able to ship and deliver your materials directly to the Atlantis, Paradise Island Conference Site. The information is for your assistance; however, **CHTA cannot take responsibility for any materials shipped through this or any other consolidator, shipper, freight forwarder or broker.**

Every exhibitor is responsible for the costs associated with shipping, brokerage, customs duties, taxes, freight forwarding and transfers.

If using the suggested freight forwarder/broker, **PLEASE READ CAREFULLY THE FOLLOWING PROCEDURES FOR SHIPPING INSTRUCTIONS AS OUTLINED BELOW**

SHIPMENT TO ATLANTIS

1. Bahamas Customs requires a very detailed and itemized list of goods typed on your letterhead with a dollar value for each item. This list is very important as it is also used for insurance purposes. Please complete the attached forms (Customs Information Form, Worksheet, Material Handling Rates and Payment Method) and e-mail or fax it to :

FIF Logistics
Attn: Daniel Caballero
Telephone: (305) 863-6311 ext. 107 Fax: (305) 863-6366
Or E-mail: daniel.caballero@fiflogistics.com

2. Please ship and label **ALL** of your boxes/contents using the attached labels.

Also, please label on the outside of each box the number that corresponds with the number on the customs information form if possible.

3. All of your conference cargo must arrive at FIF Logistics' warehouse no later than **Thursday, January 12th, 2012**. This time frame allows FIF Logistics to have sufficient time to organize and register your goods to be shipped from Miami and arrive at the Atlantis Paradise Island Resort to await the start of your conference.
4. Packages received in Miami on Friday, January 13th and Monday, January 16th, 2012 will be subject to a 25% surcharge. Packages received in Miami on Tuesday, January 17th, 2012 and after will be **refused**.
5. FIF Logistics will e-mail or fax participant a warehouse receipt confirming receipt of goods in Miami.
6. A copy of your itemized list of goods with the dollar value of each item will be submitted to the United States Government. All goods leaving the United States must be examined and cleared through United States Customs.

WARNINGS:

Due to limited storage space, the Atlantis, Paradise Island does not accept advance freight deliveries.

Warning: We cannot guarantee shipment to the hotel if a courier service is utilized to ship direct to Nassau. Goods shipped in this manner are still subject to customs broker clearance. CHTA, FIF and Atlantis, Paradise Island does not maintain a direct relationship with any broker clearing through these couriers. Goods shipped via courier take a minimum of 3 days to clear customs – there is no overnight delivery. None of these couriers are open on Saturday, Sunday or holidays.

SPECIAL NOTE: If you intend to hand carry your supplies as luggage, Atlantis will still need to receive your itemize list 14 days prior to your arrival along with your arrival date, flight number and time of arrival. Arrangements will be made to have a custom's broker meet you at the airport and assist you with clearance through Bahamas Customs. This is a special service and doubles the normal broker rate. Atlantis will bill you directly for this service. If this procedure is not followed, the Bahamas Customs Department can detain your items and they may be subject to duty.

DELIVERY OF PACKAGES AT CONFERENCE SITE

Packages will be delivered to participant's booth area on **Saturday, January 21st, 2012**, only if all cost has been paid and participant has signed and faxed FIF Logistics a "Responsibility for Material Handling Services" form; otherwise packages will be held at the warehouse until the participant pays or claims the packages.

RETURN SHIPMENTS

1. Packages returning to the US will be picked up at the participant's booth on **Tuesday, January 24th, 2012 after the end of the event.**
2. All boxes will require proper labeling and a completed Cargo Information Form detailing the number of boxes and shipping information.
3. All goods will be shipped via FIF Logistics through Bahamas Customs and will also provide clearance through United States Customs.
4. You will be notified of shipment arrival in the United States and FIF Logistics will verify the shipping address of the final destination.
5. FIF Logistics will ship goods directly from Miami to you or via your designated courier in accordance with your instructions and the account number provided, if applicable. Delivery will be made within 7 to 10 working days from Nassau departure date.

If you need additional information on shipping, please contact:

FIF Logistics/ Mr. Daniel Caballero

3722 NW 73rd Street

Miami, Florida 33147

Tel: 305-863-6311 Ext 107 Fax: 305-863-6366

E-mail: daniel.caballero@fiflogistics.com ccp, jose.caballero@fiflogistics.com

CUSTOMS INFORMATION FORM (OUTBOUND/INBOUND CARGO TO U.S.)

Shipper Name:

Shipper Address:

Contact Name:

Contact Telephone Number:

Name of Conference:

Conference Date:

Box Contents (Detailed description Weight and Serial numbers)	\$ Value
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____

Total Number of Boxes: _____

Total \$ Value _____

FIF LOGISTICS
3722 NW 73rd Street
Miami, FL 33147
(305) 863-6311 * Fax (305) 863-6366

CARIBBEAN MARKETPLACE
Atlantis, Paradise Island, Bahamas
January 22 – 24, 2012

Responsibility for Material Handling Services

Name: _____ Company: _____

Telephone: _____ Fax: _____

Address: _____

City: _____ State: _____ Country: _____ Zip Code: _____

There may be a lapse of time between the delivery of shipments to the booth by FIF Logistics (FIF) and the arrival of the exhibitor’s representative at the booth. During such time, the shipment may be left unattended in the booth area. FIF or the Caribbean Hotel & Tourism Association (CHTA) shall not be responsible for loss or damage that may occur during such period. FIF or CHTA cannot be responsible for disappearance or damage of exhibitor’s materials before the same are picked-up from the exhibitor’s booth for loading out after the show. In order for us to deliver all shipments to your booth area we need your authorization. If you do not wish to have your packages delivered to your booth, you would have to pick them up at the storage area in the Exhibit Hall.

- Yes, deliver the shipment to the booth
- No, do not deliver the shipment to the booth

Signature: _____ Date: _____

Please send this document via fax to FIF Logistics fax number 305-863-6366. If you have any questions or need additional information, please contact Mr. Daniel Caballero at Tel.: 305-863-6311 Ext. 107 or e-mail daniel.caballero@fiflogistics.com

If we do not receive a response, we will be unable to deliver your shipment to your booth.

LABEL FOR SHIPMENTS TO MIAMI FLORIDA

EXHIBITOR'S NAME & RETURN ADDRESS	CARIBBEAN MARKETPLACE ATLANTIS, PARADISE ISLAND, BAHAMAS JANUARY 22 – 24, 2012
FIF LOGISTICS 3722 NW 73RD STREET MIAMI, FLORIDA 33147 Attn: Daniel Caballero Ph # 305-863-6311 Ext 107	
PACKAGES MUST ARRIVE BEFORE: THURSDAY JANUARY 12TH, 2012	
COMPANY NAME	
REPRESENTATIVES NAME	
BOX # _____ OF # _____ TOTAL BOXES	

CUT HERE

CUT HERE

EXHIBITOR'S NAME & RETURN ADDRESS	CARIBBEAN MARKETPLACE ATLANTIS, PARADISE ISLAND, BAHAMAS JANUARY 22 – 24, 2012
FIF LOGISTICS 3722 NW 73RD STREET MIAMI, FLORIDA 33147 Attn: Daniel Caballero Ph # 305-863-6311 Ext 107	
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