

## **SHIPPING MATERIALS TO MONTEGO BAY, JAMAICA**

CHTA highly recommends the use of a broker to assist in transferring and clearing your materials to Caribbean Travel Marketplace 2019.

Below we have provided information on a broker in Miami, who will be able to ship and deliver your materials directly to the Montego Bay Convention Centre. 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.

Each applicant must supply a detailed list of items/equipment that will be taken in for the event. The information should show quantity and cost of goods. In the case where equipment will be brought in for use at the event, serial numbers should be given. **Any shipment containing food & alcohol must be approved prior to shipping.**

Goods sent to Montego Bay, Jamaica via courier will need the services of a Customs Broker in Jamaica, contact information on a preferred broker is provided below. **Due to limited storage space, the Montego Bay Convention Centre does not accept advance freight nor courier deliveries.**

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

### **SHIPMENTS SENT DIRECTLY TO MONTEGO BAY, JAMAICA**

It is recommended that small packages (e.g. brochures, magazines, etc.) are sent directly to Montego Bay, Jamaica. Packages sent directly to Montego Bay, Jamaica must arrive no later than Tuesday, January 15, 2019. **You must contact FIF Logistics in Miami before shipping.** We will need a copy of the invoice to review and be able to instruct correct shipping instructions.

### **SHIPMENTS SENT VIA MIAMI, FLORIDA**

It is recommended that bigger packages (e.g. booth displays, furniture, etc.) are sent directly to Miami. Packages must be delivered to Miami, Florida before **Friday, December 28<sup>th</sup>, 2018** to avoid a late shipment surcharge. 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 conference site to await the start of the conference. Packages received in Miami after Friday December 28<sup>th</sup>, 2018 but before or on Tuesday, January 8<sup>th</sup>, 2019 will be subject to a 25% freight surcharge. Forwarder will email participant a warehouse receipt confirming receipt of goods in Miami. Packages received in Miami on Wednesday January 9<sup>th</sup>, 2019 and after will be **refused**.

## **SHIPPING LABELS**

THE LABELS PROVIDED IN THIS INFORMATION KIT **MUST** BE USED ON ALL CARTONS SHIPPED. Also, please label on the outside of each box the number that corresponds with the number on the customs information form if possible.

## **DOCUMENTS**

All shipments sent to Montego Bay, Jamaica or Miami must include: 1) Worksheet specifying number of cases, dimensions, square footage, weight, value, indication if the package is to return to the U.S. and summary of charges; 2) a proforma invoice including case number, quantity, detail description, country of origin, real unit value and total value, both of these forms must be enclosed in the package.

Note: all gifts/giveaways must have either the convention logo or the sponsor company logo and must not be valued for more than \$50.00 each. Quantities of products such as brochures, etc., must be in line with the number of delegates. CHTA has declared 2000 delegates for this convention.

## **DELIVERY OF PACKAGES AT CONVENTION CENTRE**

Packages will be delivered to participant's booth area in the Selling Floor on **Monday, January 28<sup>th</sup>, 2019**, only if all costs have been paid and participant has signed and faxed the forwarder 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 starting at 6:00 pm on Tuesday January 31, 2019. A representative will need to be present at the booth at the time of pick up.
2. All boxes will require proper labeling and a completed Cargo Information Form detailing the number of boxes and shipping information.
3. You will be notified of shipment arrival in the United States and FIF Logistics will verify the shipping address of the final destination.
4. 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 Jamaica departure date.

If you need additional information on shipping, please contact:

FIF Logistics/ Mr. Daniel Caballero

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

E-mail: [daniel.caballero@fiflogistics.com](mailto:daniel.caballero@fiflogistics.com) cc, [jose.caballero@fiflogistics.com](mailto:jose.caballero@fiflogistics.com)

If you choose to use the services of a different broker, please follow the instructions they give you carefully to ensure your materials are cleared in good time.

**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. _____	_____

Total Number of Boxes: \_\_\_\_\_

Total \$ Value \_\_\_\_\_

**FIF LOGISTICS**  
**3722 NW 73<sup>rd</sup> Street**  
**Miami, FL 33147**  
**(305) 863-6366 \* Fax (305) 863-6366**

**CARIBBEAN TRAVEL**  
**MARKETPLACE**  
**Montego Bay Convention Centre**  
**Montego Bay, Jamaica**  
**January 29 – 31, 2019**

**Responsibility for Material Handling Services**

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

Booth #: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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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 email to [daniel.caballero@fiflogistics.com](mailto:daniel.caballero@fiflogistics.com). If you have any questions or need additional information, please contact Mr. Daniel Caballero at Tel.: 305-863-6311 X 107 or e-mail [daniel.caballero@fiflogistics.com](mailto:daniel.caballero@fiflogistics.com) cc. [jose.caballero@fiflogistics.com](mailto:jose.caballero@fiflogistics.com)

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

# LABEL FOR SHIPMENTS VIA MIAMI FLORIDA

EXHIBITOR'S NAME & RETURN ADDRESS	<b>CARIBBEAN TRAVEL MARKETPLACE MONTEGO BAY CONVENTION CENTRE MONTEGO BAY, JAMAICA JANUARY 29 – 31, 2019</b>
<b>FIF LOGISTICS 3722 NW 73<sup>RD</sup> STREET MIAMI, FLORIDA 33147</b>	
<b>Attn: Daniel Caballero Tel # 305-863-6311 X107</b>	
<b>PACKAGES MUST ARRIVE BEFORE: FRIDAY, DECEMBER 28, 2018</b>	
COMPANY NAME	
REPRESENTATIVES NAME	
BOX # _____ OF # _____ TOTAL BOXES	

CUT HERE

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CUT HERE

EXHIBITOR'S NAME & RETURN ADDRESS	<b>CARIBBEAN TRAVEL MARKETPLACE MONTEGO BAY CONVENTION CENTRE MONTEGO BAY, JAMAICA JANUARY 29 – 31, 2019</b>
<b>FIF LOGISTICS 3722 NW 73<sup>RD</sup> STREET MIAMI, FLORIDA 33147</b>	
<b>Attn: Daniel Caballero Tel # 305-863-6311 X107</b>	
<b>PACKAGES MUST ARRIVE BEFORE: FRIDAY, DECEMBER 28, 2018</b>	
COMPANY NAME	
REPRESENTATIVES NAME	
BOX # _____ OF # _____ TOTAL BOXES	

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

CARIBBEAN TRAVEL MARKETPLACE  
 Montego Bay Convention Centre  
 Montego Bay, Jamaica  
 January 29 - 31, 2019

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_

## WORKSHEET

**This form MUST BE completed and emailed to [daniel.caballero@fiflogistics.com](mailto:daniel.caballero@fiflogistics.com) prior to our receipt of any freight.**

	Dimension in inches	Volume Weight		Weight	Value	Return	
		(Pounds)	(Pounds)	(Pounds)	(US Dollars)	NO	YES
	width multiplied by length multiplied by height divided by 166						
Example:	12 X 12 X 12 / 166 =	10.41	25	100			N
Carton # 1:	X X / 166 =						
Carton # 2:	X X / 166 =						
Carton # 3:	X X / 166 =						
Carton # 4:	X X / 166 =						
Carton # 5:	X X / 166 =						
Carton # 6:	X X / 166 =						
Carton # 7:	X X / 166 =						
Carton # 8:	X X / 166 =						
Carton # 9:	X X / 166 =						
Carton # 10:	X X / 166 =						
Carton # 11:	X X / 166 =						
Carton # 12:	X X / 166 =						
Carton # 13:	X X / 166 =						
Carton # 14:	X X / 166 =						
	TOTALS						
	TOTAL SENDING						
	TOTAL RETURNING						

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CARIBBEAN TRAVEL MARKETPLACE  
 Montego Bay Convention Centre  
 Montego Bay, Jamaica  
 January 29 - 31, 2019

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_

## Material Handling Rates

This form **MUST BE** completed and emailed to [daniel.caballero@fiflogistics.com](mailto:daniel.caballero@fiflogistics.com) before January 25, 2019.

**Payment MUST accompany this order.**

### DIRECT SHIPMENT TO MONTEGO BAY, JAMAICA

	Handling Charge	<b>\$250.00</b>
Number of boxes _____ X	\$10.00	= _____
Customs Fees. (Total Commerical Value) _____ X	\$0.025	= _____

**Total**

### SHIPMENT VIA MIAMI, FL

	Handling Charge	<b>\$300.00</b>
FREIGHT CHARGE (Greater value of Volumen Weight or Weight) _____ X	\$3.50	= _____
Late Shipment Freight Surcharge _____ X	0.25	= _____
Customs Fees. (Total Commerical Value) _____ X	\$0.025	= _____
Insurance. (Total Commerical Value) _____ X	\$0.033	= _____

**Total**

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CARIBBEAN TRAVEL MARKETPLACE  
Montego Bay Convention Centre  
Montego Bay, Jamaica  
January 29 - 31, 2019

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

## Recap of Services Ordered / Billing Authorization

This form **MUST BE** completed and emailed to [daniel.caballero@fiflogistics.com](mailto:daniel.caballero@fiflogistics.com) before January 25, 2019.

DIRECT SHIPMENT TO MONTEGO BAY	\$	_____
SHIPMENT VIA MIAMI, FLORIDA	\$	_____
TOTAL ESTIMATED CHARGES	\$	_____

## Payment Method

### CREDIT CARD INFORMATION

I authorize FIF Logistics to charge any additional amounts incurred by me or my show representative, including material handling and labor charges. If credit card is declined or a check is returned for insufficient funds a \$35.00 service charge will be added.

Cardholder's Name (Pls. Print) \_\_\_\_\_

Address \_\_\_\_\_ Tel - ( ) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Visa  Mastercard  Amex

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ Verification Code \_\_\_\_\_ Amount\$ \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

### CHECK PAYMENT

ENCLOSED CHECK OR MONEY ORDER PAYABLE TO FIF LOGISTICS

Check Number: \_\_\_\_\_ Dated: \_\_\_\_\_ In the Amount of: \_\_\_\_\_

Note: International Checks must be drawn on a U.S. Bank, U.S. funds account only - processing fee \$35.00