

**CARIBBEAN TRAVEL MARKETPLACE
BAHA MAR, BAHAMAS
JANUARY 21 – 23, 2020**

SHIPPING INSTRUCTIONS

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

Below we have provided information on a broker in Miami, who will be able to ship and deliver your materials directly to the Baha Mar 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 BAHA MAR

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 to:

FIF Logistics
Attn: Daniel Caballero
Telephone: (305) 863-6311 ext. 107 Fax: (305) 863-6366
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 **Wednesday January 8th, 2020**. This time frame allows FIF Logistics to have sufficient time to organize and register your goods to be shipped from Miami and arrive at Baha Mar Resort to await the start of your conference.
4. Packages received in Miami between Thursday January 9th and Monday January 13th, 2020 will be subject to a 25% surcharge. Packages received in Miami on Tuesday January 14th, 2020 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, Baha Mar Resort 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 Baha Mar Resort do 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.

DELIVERY OF PACKAGES AT CONFERENCE SITE

Packages will be delivered to participant's booth area on **Tuesday January 21st, 2020**, only if all cost have been paid and participant has signed and emailed 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 **Thursday January 23rd, 2020 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

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

Caribbean Travel Marketplace
 Baha Mar, Bahamas
 January 21 - 23 2020

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 prior to our receipt of any freight.

	Dimension in inches	Volume Weight		Weight	Value	Return NO YES
		(Pounds)	(Pounds)	(Pounds)	(US Dollars)	
Example	length multiplied by width 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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 Miami, FL 33147
 (305) 863-6311 * Fax (305) 863-6366

Caribbean Travel Marketplace
 Baha Mar, Bahamas
 January 21 - 23 2020

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 before **Monday January 13, 2020**.

Payment MUST accompany this order.

BAHA MAR, BAHAMAS

	Handling Charge	\$150.00
Greater value of Volumen Weight or Weight (Minimum \$85.00)	_____ X \$3.75 =	
Late shipment surcharge (if applicable)	_____ X 0.25 =	
Insurance. Your item list value	_____ X \$0.033 =	
	Bahamas Customs Clearence Fee	\$360.00
Number of boxes not exceeding 150 Lbs	_____ X \$10.00 =	
Number or pallets or boxes more than 150 Lbs	_____ X \$175.00 =	

Total

This fee includes returns back to Miami, if any.

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Miami, FL 33147
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Caribbean Travel Marketplace
Baha Mar, Bahamas
January 21 - 23 2020

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

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

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

CARIBBEAN TRAVEL
MARKETPLACE
Baha Mar, Bahamas
January 21 – 23, 2020

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 email to daniel.caballero@fiflogistics.com. 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 TRAVEL MARKETPLACE BAHA MAR, BAHAMAS JANUARY 21 – 23, 2020
FIF LOGISTICS 3722 NW 73RD STREET MIAMI, FLORIDA 33147	
Attn: Daniel Caballero Ph # 305-863-6311 Ext 107	
PACKAGES MUST ARRIVE BEFORE: WEDNESDAY JANUARY 8TH, 2020	
COMPANY NAME	
REPRESENTATIVES NAME	
BOX # _____ OF # _____ TOTAL BOXES	

CUT HERE

CUT HERE

EXHIBITOR'S NAME & RETURN ADDRESS	CARIBBEAN TRAVEL MARKETPLACE BAHA MAR, BAHAMAS JANUARY 21 – 23, 2020
FIF LOGISTICS 3722 NW 73RD STREET MIAMI, FLORIDA 33147	
Attn: Daniel Caballero Ph # 305-863-6311 Ext 107	
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BOX # _____ OF # _____ TOTAL BOXES	