

SHIPPING MATERIALS TO ANTIGUA & BARBUDA

CHTA highly recommends the use of a broker to assist in transferring and clearing your materials to Caribbean Travel Marketplace 2026.

Below we have provided information on a broker in Miami, who will be able to ship and deliver your materials directly to the convention site at American University of Antigua. 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 for the event. The information should show the 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 via courier will need the services of a customs broker in Antigua & Barbuda, contact information on a preferred broker is provided below. **Due to limited storage space, American University of Antigua 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 VIA MIAMI, FLORIDA

Packages must be delivered to Miami, Florida before **Friday, April 24th, 2026** 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 on Monday April 27th, 2026, but before or on Friday, May 1st, 2026, 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 Monday May 4th, 2026, 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 must include: 1) Worksheet specifying number of cases, dimensions, 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. Quantities of products such as brochures, etc., must be in line with the number of delegates. CHTA has declared 700 delegates for this convention.

DELIVERY OF PACKAGES AT CONVENTION CENTRE

Packages will be delivered to participant's booth area on the Selling Floor on **Monday, May 11th, 2026**, 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 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 Friday May 15, 2026. 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 10 to 14 working days from Antigua & Barbuda 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 cc, 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.

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

CARIBBEAN TRAVEL
MARKETPLACE
American University of Antigua
Antigua & Barbuda
May 12 – 15, 2026

Responsibility for Material Handling Services

Name: _____ Company: _____

Booth #: _____ 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 X 107 or e-mail daniel.caballero@fiflogistics.com cc. jose.caballero@fiflogistics.com

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

FIF LOGISTICS
 3722 NW 73 Street
 Miami, FL 33147
 (305) 863-6311 x 107

CARIBBEAN TRAVEL MARKETPLACE
 American University of Antigua
 Antigua & Barbuda
 May 12-15, 2026

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 **May 4th, 2026**.

Payment MUST accompany this order.

SHIPMENT VIA MIAMI, FL

	Handling Charge		\$400.00
FREIGHT CHARGE (Greater value of Volumen Weight or Weight)	<input checked="" type="checkbox"/>	\$6.00	= _____
Freight Charge Minimum \$75			
Late Shipment Freight Surcharge	<input checked="" type="checkbox"/>	0.25	= _____
Customs Fees. (Total Commerical Value)	<input checked="" type="checkbox"/>	\$0.25	= _____
Insurance. (Total Commerical Value)	<input checked="" type="checkbox"/>	\$0.033	= _____

Total

FIF LOGISTICS
3722 NW 73 Street
Miami, FL 33147
(305) 863-6311 x 107

CARIBBEAN TRAVEL MARKETPLACE
American University of Antigua
Antigua & Barbuda
May 12 - 15, 2026

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 before May 4th, 2026

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

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 _____

LABEL FOR SHIPMENTS VIA MIAMI FLORIDA

EXHIBITOR'S NAME & RETURN ADDRESS	CARIBBEAN TRAVEL MARKETPLACE AMERICAN UNIVERSITY OF ANTIGUA ANTIGUA & BARBUDA MAY 12 – 15, 2026
FIF LOGISTICS 3722 NW 73RD STREET MIAMI, FLORIDA 33147	
Attn: Daniel Caballero Tel # 305-863-6311 X107	
PACKAGES MUST ARRIVE BEFORE: FRIDAY, APRIL 24TH, 2026	
COMPANY NAME	
REPRESENTATIVES NAME	
BOX # _____ OF # _____ TOTAL BOXES	

CUT HERE

CUT HERE

EXHIBITOR'S NAME & RETURN ADDRESS	CARIBBEAN TRAVEL MARKETPLACE AMERICAN UNIVERSITY OF ANTIGUA ANTIGUA & BARBUDA MAY 12 – 15, 2025
FIF LOGISTICS 3722 NW 73RD STREET MIAMI, FLORIDA 33147	
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