

**Caribbean Marketplace 2010
January 10 – 12, 2010
Puerto Rico Convention Center**

SHIPPING MATERIALS TO PUERTO RICO

CHTA highly recommends the use of a broker to assist in transferring and clearing your materials to Caribbean Marketplace 2010.

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

Goods sent to Puerto Rico via courier will need the services of a Customs Broker in Puerto Rico, contact information on a preferred broker is provided below. **Due to limited storage space, the Puerto Rico Convention Center 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 PUERTO RICO

It is recommended that small packages (e.g. brochures, magazines, etc.) are sent directly to Puerto Rico. Packages sent directly to Puerto Rico must arrive no later than Thursday, January 7, 2010. All your packages must be labeled and consigned to Fortune Group Transport and you must notify FIF Logistics in Miami by fax or email: the courier used, tracking numbers, and invoice. We suggest that you track your shipments and verify that they have been received. Each participant should maintain a record of when and how materials are sent.

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 Wednesday, December 23, 2009. 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 Wednesday, December 23, 2009 but before or on Monday, January 4, 2010 will be subject to a 25% surcharge. Forwarder will fax participant a warehouse receipt confirming receipt of goods in Miami. Packages received in Miami on Tuesday January 5th, 2009 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 Puerto Rico 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 CENTER

Packages will be delivered to participant's booth area in the Selling Floor on **Saturday, January 9, 2010**, 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 on Tuesday January 12, 2010.
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 Puerto Rico departure date.

If you need additional information on shipping, please contact:

FIF Logistics/ Mr. Daniel Caballero

10230 NW South River Drive

Miami, Florida 33178

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

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



**Tropical Shipping is the official shipping line of
Caribbean Marketplace!**

FIF LOGISTICS
10230 NW South River Drive
Miami, FL 33178
(305) 863-6366 * Fax (305) 863-6366

CARIBBEAN MARKETPLACE
San Juan, Puerto Rico
Puerto Rico Convention Center
January 10 – 12 2010

Responsibility for Material Handling Services

Name: _____

Company as listed on the event registration: _____

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 X107 or e-mail daniel@fiflogistics.com ccp. jose@fiflogistics.com

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

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

Shipper Name: _____

Shipper Address: _____

Contact Name: _____

Name of Conference: _____

Contact Telephone Number: _____

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 MARKETPLACE SAN JUAN, PUERTO RICO PUERTO RICO CONVENTION CENTER JANUARY 10 – 12 2010
FIF LOGISTICS 10230 NW SOUTH RIVER DRIVE MIAMI , FLORIDA 33178	
Attn: Daniel Caballero Tel # 305-863-6311 X107 PACKAGES MUST ARRIVE BEFORE: WEDNESDAY, DEC. 23, 2009	
COMPANY NAME	
REPRESENTATIVES NAME	
BOX # _____ OF # _____ TOTAL BOXES	

CUT HERE -- - - - - - - - - - - CUT HERE

EXHIBITOR'S NAME & RETURN ADDRESS	CARIBBEAN MARKETPLACE SAN JUAN, PUERTO RICO PUERTO RICO CONVENTION CENTER JANUARY 10 – 12 2010
FIF LOGISTICS 10230 NW SOUTH RIVER DRIVE MIAMI , FLORIDA 33178	
Attn: Daniel Caballero Tel # 305-863-6311 X107 PACKAGES MUST ARRIVE BEFORE: WEDNESDAY, DEC. 23, 2009	
COMPANY NAME	
REPRESENTATIVES NAME	
BOX # _____ OF # _____ TOTAL BOXES	

LABEL FOR DIRECT SHIPMENTS TO PUERTO RICO

FIF LOGISTICS
 10230 NW South River Drive
 Miami, FL 33178
 (305) 863-6311 * Fax (305) 863-6366

CARIBBEAN MARKETPLACE
 San Juan, Puerto Rico
 Puerto Rico Convention Center
 January 10 - 12 2010

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



WORKSHEET

This form MUST BE completed and faxed to (305) 863-6366 prior to our receipt of any freight.

	Dimension in inches			Volume	Weight		Value (US Dollars)	Return	
					(Pounds)	(Pounds)		NO	YES
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	=				
Carton # 15:	X	X	/	166	=				
TOTALS									
TOTAL SENDING									
TOTAL RETURNING									

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 Miami, FL 33178
 (305) 863-6311 * Fax (305) 863-6366

CARIBBEAN MARKETPLACE
 San Juan, Puerto Rico
 Puerto Rico Convention Center
 January 10 - 12 2010

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



Material Handling Rates

This form **MUST BE** completed and faxed to (305) 863-6366 before January 8, 2010.

Payment **MUST** accompany this order.

DIRECT SHIPMENT TO PUERTO RICO

Handling Charge **\$100.00**

Number of boxes _____ X \$10.00 = _____

Total

SHIPMENT VIA MIAMI, FL

Handling Charge **\$250.00**

Greater value of Volumen Weight or Weight _____ X \$3.00 = _____

Late Shipment Surcharge _____ X \$0.25 = _____

Insurance. Your item list value _____ X \$0.033 = _____

Total

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



Recap of Services Ordered / Billing Authorization

This form **MUST BE** completed and faxed to (305) 863-6366 before January 13, 2006.

DIRECT SHIPMENT TO PUERTO RICO	\$	_____
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