

## **SHIPPING MATERIALS TO CHTA CHIEF 2019**

CHTA highly recommends the use of a forwarder to assist in transporting your materials to Caribbean Hospitality Industry Exchange Forum 2019.

Below we have provided information on a forwarder in Miami, who will be able to receive and deliver your materials directly to the Hyatt Regency Miami. 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.

**Due to limited storage space, the hotel 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**

All your packages must be labeled and consigned to FIF Logistics c/o Caribbean Hospitality Industry Exchange Forum and you must notify FIF Logistics in Miami by email: the courier used, tracking numbers, and invoice. We suggest that you track your shipments and verify that they have been received by FIF Logistics. Each participant should maintain a record of when and how materials are sent. All shipments must arrive no later than **Friday June 14, 2019**. Packages received in Miami on **Monday June 17** thru **Wednesday June 19, 2019** will be subject to a 25% surcharge. Packages received in Miami on **Thursday June 20, 2019** and after will be **refused**.

**If your shipment is originating from outside the United States, please contact FIF Logistics before shipping to arrange U.S. Customs clearance.**

### **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. Delegate Bag material must be properly labeled in order to be included.

## **DOCUMENTS**

All shipments sent must include: 1) Worksheet specifying number of cases, dimensions, square footage, weight, value, indication if the package is to return after the forum and summary of charges; 2) a Proforma Invoice including case number, quantity, detail description, country of origin, real unit value and total value, both forms must be enclosed in the package.

## **DELIVERY OF PACKAGES AT CONFERENCE SITE**

Packages will be delivered to participant's booth area on **Thursday June 20th, 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 exhibitor will be picked up at the participant's booth on Sunday June 23th, 2019.
2. All boxes will require proper labeling and a completed Cargo Information Form detailing the number of boxes and shipping information.
3. FIF Logistics will ship goods directly from Miami to you via your designated courier in accordance with your instructions and the account number provided, if applicable.

If you need additional information on shipping, please contact:

FIF Logistics/ Mr. Daniel Caballero  
3722 NW 73<sup>rd</sup> Street  
Miami, Florida 33147  
Tel: 305-863-6311 Fax: 305-863-6366  
E-mail: [daniel.caballero@fiflogistics.com](mailto:daniel.caballero@fiflogistics.com) & [jose.caballero@fiflogistics.com](mailto:jose.caballero@fiflogistics.com)

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

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

CARIBBEAN HOSPITALITY INDUSTRY EXCHANGE FORUM  
 Hyatt Regency Miami  
 Miami, FL  
 Jun 21st - June 23rd 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 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					

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

CARIBBEAN HOSPITALITY INDUSTRY EXCHANGE FORUM  
 Hyatt Regency Miami  
 Miami, FL  
 Jun 21st - Jun 23rd 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 Friday June 14, 2019

**Payment MUST accompany this order.**

### SHIPMENT TO MIAMI

	Handling Charge		\$150.00
Number of boxes _____	X	\$10.00	= _____
Greater value of Volumen Weight or Weight (Minimum Charge \$35) _____	X	\$0.06	= _____
Late Shipment Surcharge _____	X	\$0.25	= _____
Insurance. Your item list value _____	X	\$0.033	= _____

**Total**

This fee includes return handling, if any.

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

CARIBBEAN HOSPITALITY INDUSTRY EXCHANGE FORUM  
Hyatt Regency Miami  
Miami, FL  
Jun 21st - Jun 23rd 2019

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 73<sup>rd</sup> St**  
**Miami, FL 33147**  
**(305) 863-6311 \* Fax (305) 863-6366**

**CARIBBEAN HOSPITALITY**  
**INDUSTRY EXCHANGE FORUM**  
**HYATT REGENCY MIAMI**  
**MIAMI, FL**  
**JUNE 21 – JUNE 23 2019**

**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](mailto:daniel.caballero@fiflogistics.com). If you have any questions or need additional information, please contact Mr. Daniel Caballero at Tel.: 305-863-6311 X107 or e-mail [daniel.caballero@fiflogistics.com](mailto:daniel.caballero@fiflogistics.com) ccp. [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.

EXHIBITOR'S NAME & RETURN ADDRESS	<b>CARIBBEAN HOSPITALITY INDUSTRY EXCHANGE FORUM HYATT REGENCY MIAMI MIAMI, FL JUNE 21 – JUNE 23 2019</b>

**FIF LOGISTICS  
3722 NW 73<sup>rd</sup> ST  
MIAMI, FLORIDA 33147**

**Attn: Daniel Caballero Tel # 305-863-6311 X107**

**PACKAGES MUST ARRIVE BEFORE: FRIDAY, JUNE 14, 2019**

COMPANY NAME
REPRESENTATIVES NAME
BOX # _____ OF # _____ TOTAL BOXES

CUT HERE - - - - - CUT HERE

EXHIBITOR'S NAME & RETURN ADDRESS	<b>CARIBBEAN HOSPITALITY INDUSTRY EXCHANGE FORUM HYATT REGENCY MIAMI MIAMI, FL JUNE 21 – JUNE 23 2019</b>

**FIF LOGISTICS  
3722 NW 73<sup>rd</sup> ST  
MIAMI, FLORIDA 33147**

**Attn: Daniel Caballero Tel # 305-863-6311 X107**

**PACKAGES MUST ARRIVE BEFORE: FRIDAY, JUNE 14, 2019**

COMPANY NAME
REPRESENTATIVES NAME
BOX # _____ OF # _____ TOTAL BOXES

EXHIBITOR'S NAME & RETURN ADDRESS	<b>CARIBBEAN HOSPITALITY INDUSTRY EXCHANGE FORUM HYATT REGENCY MIAMI MIAMI, FL JUNE 21 – JUNE 23 2019</b>
<p align="center"> <b>FIF LOGISTICS 3722 NW 73<sup>rd</sup> ST MIAMI, FLORIDA 33147 Attn: Daniel Caballero Tel # 305-863-6311 X107 <b>DELEGATE BAGS</b></b></p>	
<p align="center"><b>PACKAGES MUST ARRIVE BEFORE: FRIDAY, JUNE 14, 2019</b></p>	
COMPANY NAME	
REPRESENTATIVES NAME	
<p align="center">BOX # _____ OF # _____ TOTAL BOXES</p>	

CUT HERE

CUT HERE

EXHIBITOR'S NAME & RETURN ADDRESS	<b>CARIBBEAN HOSPITALITY INDUSTRY EXCHANGE FORUM HYATT REGENCY MIAMI MIAMI, FL JUNE 21 – JUNE 23 2019</b>
<p align="center"> <b>FIF LOGISTICS 3722 NW 73<sup>rd</sup> ST MIAMI, FLORIDA 33147 Attn: Daniel Caballero Tel # 305-863-6311 X107 <b>DELEGATE BAGS</b></b></p>	
<p align="center"><b>PACKAGES MUST ARRIVE BEFORE: FRIDAY, JUNE 14, 2019</b></p>	
COMPANY NAME	
REPRESENTATIVES NAME	
<p align="center">BOX # _____ OF # _____ TOTAL BOXES</p>	