

**BERMUDA
CAPTIVE
CONFERENCE**

Leading
Global
Risk
Innovation

www.bermudacaptiveconference.com

in   

JUNE 11–13, 2018

THE FAIRMONT SOUTHAMPTON, BERMUDA

THE
Fairmont
SOUTHAMPTON

**SHIPPING INSTRUCTIONS
for booth, collateral & gift items
Received in Bermuda
by Tuesday, June 5th, 2018 latest.**

Please be sure to return forms requested by email to:

Valerie Smith: Valerie.Smith@Fairmont.com

Corinne Frith: BermudaCaptiveConference@gmail.com

FedEx Customs Clearance: mailto:bda_clearance@corps.ds.fedex.com

Preferred Vendor for 2017 BCC Conference

FedEx®

SHIPPING INSTRUCTIONS FOR CONFERENCE MATERIALS

The Fairmont Southampton Resort are the HOSTS for **The Bermuda Captive Conference** in Bermuda. To **Ship or Hand Carry** any convention goods or materials of any kind, the following government procedure should be followed. These procedures are for convention only and allow for the **exemption** of any customs duty fees that would be applicable for those items coming into or leaving the island for your convention. **A minimum of Ten (10) Business days prior to the shipping/ hand carrying of your items**, a **LETTER** addressed to the Bermuda Tourism Authority containing specific shipping information, **MUST** be **faxed/emailed to Takiesha Wales our Conference Coordinator – Takiesha.Wales@Fairmont.com**. Fax number is **441-239-6974** or **441-238-8968**. **DO NOT SEND DIRECTLY TO THE BTA** as it will not be processed.

(See attached sample letter for easy reference and content)

This letter **MUST** contain the following information:

- ~ The Letter must be on company letterhead and **MUST be typed on company letterhead**
- ~ Name of Group or Conference being attended
- ~ Group arrival and departure dates
- ~ Number of guests in the group or conference
- ~ Itemized list of all goods coming into Bermuda via courier service ***as well as hand carried items***; with the **commercial value of ALL goods listed**.

NOTE- Printed Materials will also require a commercial value. Items you may deem without value must be added to the letter and a value given. (ALL BOXES ARE INSPECTED BY CUSTOMS and will not be released if paperwork is incorrect.)

- ~ Shipping dates and courier service if known

All materials **must be** clearly marked “CONVENTION GOODS” and shipped to the following address using label provided.

See label in this document:

**THE FAIRMONT SOUTHAMPTON HOTEL
101 SOUTH SHORE ROAD
SOUTHAMPTON, BERMUDA SN 02**

ATTN: Valerie Smith, *Conference Services manager*

CONFERENCE SERVICES DEPARTMENT

PHONE: 441-238-8000

HOLD FOR: *Bermuda Captive Conference and arrival date*

If the above instructions are NOT followed, items brought in are subject to import duties or they may be refused entry into the country. **NOTE:** Duties will also be assessed on items that will be used, consumed or sold on island during the conference i.e. Golf & Tennis Balls, Foodstuffs, and Beverages. Duty charges assessed range from 25% up to 33.05% of the commercial or estimated value of the items. A 1.01% wharfage charged will be assessed to on all shipments arriving via courier service. (This includes everything except items arriving with a person on their own flight.)

Fairmont Southampton Conference Services Department will be your on-site agents for all packages BUT cannot be held responsible for any items that do not arrive at the hotel. Please note that the address listed above should only be used for shipments. All other correspondence should be addressed the hotel's post office box for the most expedient service. A Handling Fee will be applicable at \$4.00 per box and \$95.00 per pallet, for all Incoming and Outgoing shipments - this fee includes administration, locked/ safe storage and in-house delivery of all conference packages.

All charges incurred for customs clearance, any shipping charges and the in-house handling fee will be posted to the individual's room account or a valid credit card.

The Hotel IS NOT responsible for any freight or courier handling fees – these fees must be paid by the shipper.

**On the airway bill there is a box for “Shipper” and “Receiver” -
- the shipper box must be ticked**

COURIER AND FREIGHT FORWARDING SERVICES

The Bermuda Captive Conference has a preferred shipper: FedEx

FedEx have offices in Bermuda. The Shipment of materials from the US will normally take 48 business hours. In order to avoid paying duty the hotel must be informed when Courier Service is sending goods. As P.O. Box addresses are not accepted please use the hotel's street address-as listed above.

If you don't have a **FedEx** account you can open one up instantly online with a credit card by going to www.fedex.com , then ship goods using the 9 digit FedEx account number you are issued.

All shipping, duties and taxes will be billed by us to that account number.

Bda_clearance@corp.ds.fedex.com will be the point of contact for the clearance process of the items coming to Bermuda.

Clearance fee is \$15.75

Terminal Handling fee \$13.65 in addition to regular duties and taxes.

For large shipments - The Fairmont Southampton preferred Air Freight and Ocean Forwarding Company is Bermuda Forwarders Ltd; contact a representative at 441-292-4600 or 441-293-2335.

Please note, **WE DO NOT HAVE WEEKEND COURIER SERVICE** in Bermuda.

Please plan on shipping and receiving items on business days only.

EXPORT FROM BERMUDA OF CONFERENCE MATERIALS

In order for the hotel to arrange export of goods, all boxes must be clearly labeled and an itemized list of all goods, with estimated value and commercial invoices should be provided to the Conference Services Manager. Export materials and services are available. Export Shipping charges may ONLY be billed to, a credit card or courier international account number.

Please contact your Fairmont Service providers at our Conference Department 441-239-6922.

Outbound Documentation Required:

- ✓ Commercial Invoice
- ✓ International Waybill
- ✓ Hotel Address as Sender Address
- ✓ Courier Account Number/Credit Card (Those exhibitors using DHL /UPS must have an international account number).

Export Shipping charges may ONLY be billed to, a credit card or courier international account number.

To ensure your packages are fully returned, you may also provide fully filled out returned shippers paper work to the provider of your choice, FEDEX, UPS, or DHL

Please contact your Fairmont Service providers at our Conference Department
Tel: 441-239-6922 for more information or assistance with your shipping.

SAMPLE
SHIPPING LETTER

[COMPANY LETTERHEAD]

Date
Manager, Public Relations
Bermuda Tourism Authority
Hamilton, HM BX
Bermuda

Dear Sir:

Please be advised that we will be shipping the following items to the Fairmont Southampton Hotel for the ***[CONFERENCE NAME]*** scheduled ***[CONFERENCE DATES]***.

The expected number of attendees is ***[NUMBER OF CONFERENCE ATTENDEES]***.

BOOTH SUPPORT ITEMS (list all items)

# BOXES	CONTENTS	\$ COMMERCIAL VALUE
(LIST ITEMS OR ATTACH LIST)		

BOOTH GIFT ITEMS

# BOXES	CONTENTS	\$ COMMERCIAL VALUE
(LIST ITEMS OR ATTACH LIST)		

In addition to the items listed above, ***[NAME OF GUEST]*** will be carrying ***[ITEMS]*** with him on his arrival on ***[ARRIVAL DATE, AIRLINE CARRIER AND FLIGHT NUMBER]***. The estimated value of these items is ***[ESTIMATED COMMERCIAL VALUE OF ITEMS BEING CARRIED IN]***.

All of the conference materials being brought into Bermuda will be returned to the ***[COUNTRY OF ORIGIN]*** with the conference organizer and/or participants.

Sincerely,

[NAME]
[TITLE]

cc: Valerie Smith, Conference Service Manager
Fairmont Southampton Hotel

Corinne Frith, BCC Conference Coordinator



BOOTH EXHIBIT MATERIAL



MUST ARRIVE BY
TUESDAY JUNE 5, 2018

ATTN: Valerie Smith
CONFERENCE SERVICES DEPARTMENT
THE FAIRMONT SOUTHAMPTON HOTEL
101 SOUTH SHORE ROAD
SOUTHAMPTON SN 02, BERMUDA
PHONE: 441-238-8000

Company Name _____

Booth Number _____ No _____ of _____ Pieces



BOOTH EXHIBIT MATERIAL



MUST ARRIVE BY
TUESDAY JUNE 5, 2018

ATTN: Valerie Smith
CONFERENCE SERVICES DEPARTMENT
THE FAIRMONT SOUTHAMPTON HOTEL
101 SOUTH SHORE ROAD
SOUTHAMPTON SN 02, BERMUDA
PHONE: 441-238-8000

Company Name _____

Booth Number _____ No _____ of _____ Pieces