

## YOUR GUIDE TO TRADESHOW AND BOOTH SET-UP AT BERMUDA CAPTIVE CONFERENCE 2018

The tradeshow will be held concurrently with the Bermuda Captive Conference at the Fairmont Southampton.

All exhibitor booths will be located in the Poinciana Room, guaranteeing continual access for all delegates and exhibitors support staff.

*All exhibitors receive:*

- 10 wide by 8 deep booth space
- Standard 6 table, white tablecloth and skirting, two chairs
- One trash container
- Conference passes based on sponsorship level
- Online listing and hyperlink to your website from exhibitor page of [www.bermudacaptive.bm](http://www.bermudacaptive.bm)
- Listing in conference programme
- Listing on conference app
- A copy of current year s attendees, as per sponsor level access

### SET-UP OF BOOTHS

Sunday, June 10, 2018, noon 6pm  
Monday, June 11, 2018, 7 11:30 am

### BREAK-DOWN OF BOOTHS

Wednesday, June 13, 2018, 4pm, at closure of exhibit floor.

Shipping forms will be provided for returning merchandise. It is advisable to bring with you completed shipping documentation with courier service of your choice.

For more information on all sponsorship opportunities, please contact Conference Coordinator Corinne Frith: [bermudacaptiveconference@gmail.com](mailto:bermudacaptiveconference@gmail.com) or 441/295-2626.

### PAYMENT POLICY

An invoice will be sent upon commitment. Payment is due 30 days from date of invoice. If payment is not received, reservation will be cancelled. If necessary, other payment arrangements can be made by contacting Corinne Frith, Conference Coordinator.

### CONFERENCE SPONSORSHIP, EXHIBITORS AND EVENTS CANCELLATION POLICY

Cancellations made more than 90 days prior to the conference will be refunded without penalty. If cancellation is received less than 90 days from the first day of the conference, no refunds will be issued. Cancellation requests must be received in writing either by mail, email or fax.

### IMPORTANT NOTICES

Sponsors and exhibitors will be given first option of refusal for following conference. Sponsorships, ads and exhibits are available on a first-come, first-serve basis. BCC committee assumes no liability for content of any ads or promotional materials.

### SHIPPING INSTRUCTIONS

These are for booth, collateral and gift items received in Bermuda by Tuesday, June 5, 2018 latest

*Please be sure to return forms requested by email to:*

Valerie Smith: [Valerie.Smith@Fairmont.com](mailto:Valerie.Smith@Fairmont.com)

Corinne Frith: [BermudaCaptiveConference@gmail.com](mailto:BermudaCaptiveConference@gmail.com)

FedEx Customs Clearance: [bda\\_clearance@corp.ds.fedex.com](mailto:bda_clearance@corp.ds.fedex.com)

Preferred vendor for 2018 BCC Conference is FedEx

### SHIPPING INSTRUCTIONS FOR CONFERENCE MATERIALS

The Fairmont Southampton is the host for 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 business days prior to the shipping and hand-carrying of your items, a letter addressed to the Bermuda Tourism Authority containing specific shipping information must be faxed or emailed to Takiesha Wales, our hotel Conference Shipping Coordinator [Takiesha.Wales@Fairmont.com](mailto:Takiesha.Wales@Fairmont.com).

Fax number is 441-239-6974 or 441-238-8968.

Do not send directly to BTA as it will not be processed.

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(See attached sample letter for easy reference and content below)

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

- The letter must be typed and be 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 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.

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

ATTN: Valerie Smith, Conference Services manager

CONFERENCE SERVICES DEPARTMENT.

TEL: 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 the address listed above should only be used for shipments. All other correspondence should be addressed to the hotel's post office box for the most expedient service. A handling fee will be applicable at \$4 per box and \$95 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 individuals 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**

Bermuda Captive Conference preferred shipper is **FedEx** who have offices in Bermuda. The shipment of materials from the U.S. will normally take 48 business hours. 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 instantly online with a credit card by going to [www.fedex.com](http://www.fedex.com) then ship goods using the nine-digit FedEx account number issued.

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

[Bda\\_clearance@corp.ds.fedex.com](mailto: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: Fairmont Southampton's preferred air freight and ocean forwarding company is:  
Bermuda Forwarders Ltd at 441-292-4600 or 441-293-2335.

**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**

For the hotel to arrange export of goods, all boxes must be clearly labelled 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 (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 paperwork 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.

# YOUR GUIDE TO TRADESHOW AND BOOTH SET-UP AT BERMUDA CAPTIVE CONFERENCE (CONTINUED)

## SAMPLE SHIPPING LETTER

### C O M P A N Y   L E T T E R   H E A D

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 for the Bermuda Captive Conference scheduled June 11–13, 2018. The expected number of attendees will be [NUMBER OF CONFERENCE ATTENDEES].

LIST ALL BOOTH SUPPORT ITEMS OR ATTACH A LIST

# BOXES	CONTENTS	\$ COMMERCIAL VALUE
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LIST ALL BOOTH GIFT ITEMS OR ATTACH A LIST

# BOXES	CONTENTS	\$ COMMERCIAL VALUE
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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  
Corinne Frith, BCC Conference Coordinator

## CHECK LIST

**BERMUDA  
CAPTIVE  
CONFERENCE** | Leading  
Global  
Risk  
Innovation

- Booth selection and number confirmed
- Letter for shipping booth, collateral and giveaways with dollar values submitted to hotel conference services
- Shipping label completed and used for all boxes
- Return shipping paperwork prepared
- Additional exhibitor rental items noted and submitted with payment details by fax or email

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## 2018 ADDITIONAL EXHIBITION RENTALS

If you require additional items and support for your booth, e.g. glass bowls, additional power, TV monitors etc., please

fill in this order form clearly and payment method and submit to the Conference Services Department Coordinator.



## EXHIBITOR RENTALS & ORDER FORM

**All Exhibit booths include (1) 8' skirted table, (2) padded chairs and (1) wastebasket**

(T)	ITEMS AVAILABLE	QTY	PRICE	NOTES
	Extra Tables & Cocktail Rounds		\$15.00 each/per day	
	Glass bowl		\$5.00 each/per day	
	Electrical Power-110V- Install Fee Only		\$25.00 per day	
	Electric Power strip /Extension Cords		\$35.00/per day	
	17" Flat Screen Data/Multifunction Monitor(Limited Numbers – Stand NOT Included)		\$125.00/per day	
	21" Flat Screen Data/Multifunction Monitor (Limited Numbers– Stand NOT Included)		\$200.00/per day	
	30" Flat Screen Data/Multifunction Monitor (Limited Numbers– Stand NOT Included)		\$400.00/per day	
	40" Flat Screen Data/Multifunction Monitor (Limited Numbers - Includes Stand)		\$625.00/per day	
	52" Flat Screen Data/Multifunction (Monitor Limited Number – Includes Stand)		\$900/per day	
	AV Stand (4.5ft Tall)- for Monitor		\$20.00/per day	
	LCD Projector (3,000 Lumens) w/cables		\$400.00/per day	
	Long Distance Phone (DID) Line Calls are an additional charge		\$250.00 per line (Install) \$25.00 per day Unit rental	
	HSIA Internet WIRED Access Line w/cable –One Time Fee and Daily Unlimited Usage		\$300.00 per line (Install) \$25.00 per day usage per device	
	HSIA Wireless Access WIFI – One Time Fee and Daily Unlimited Usage		\$75.00 per Access/ \$25.00per day usage per device	
	Speaker Phone Unit (Limited Numbers)		\$150.00 each / per day	
	Set up/Breakdown (Labour) Minimum Hire 3 Hours		\$40.00per man/per hour	

Date Recv'd: \_\_\_\_\_ Order Confirmation: \_\_\_\_\_



# 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



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**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