

A banner with a dark blue background featuring a night sky with stars and a crescent moon. Below the sky are green rolling hills and a blue body of water with a sun rising on the left. The text "Caribbean Meets the Future of Cable TV" is written in large, bold, yellow letters across the center.

# Caribbean Meets the Future of Cable TV

## REGISTRATION PACKAGE

FOR THE 2013 ANNUAL MEETING OF THE  
CARIBBEAN CABLE AND TELECOMMUNICATIONS ASSOCIATION

This package contains all of the forms needed for you to register as an attendee or an exhibitor.

Please refer to the checklist below for the forms you will need to submit.

All Attendees and exhibitors must complete the registration form.

**HOTEL RESERVATIONS** can be done on line at <https://resweb.passkey.com/go/ccta2013>.

Hotel Reservations can also be made by calling the Global Reservations Centre  
at 1-800-441-1414 and specifying

“Caribbean Cable and Telecommunications Association or CCTA 2013 Annual Meeting.”

### Attendee Forms Required:

- Registration Form
- One-Day Registration Form

### Attendee and Exhibitor Forms Optional:

- Highlights Opportunities
- Sponsorship Opportunities

### Exhibitor Forms Checklist:

- Registration Form
- I have reviewed the **Exhibitor Guidelines** and met all requirements
- Exhibitor Rentals Order Form** (2 pages plus all others required in Shipping Information)
- I have reviewed the **Shipping Information** and met all requirements

# Caribbean Meets the Future of Cable TV

## 2013 ANNUAL MEETING REGISTRATION

**PLEASE PRINT OR TYPE**

Full Name \_\_\_\_\_ First Name for badge \_\_\_\_\_  
 Company Name \_\_\_\_\_ Title \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail address \_\_\_\_\_ Spouse's Name (if registering) \_\_\_\_\_  
 Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

**PAYMENT METHOD**

Payment can be made by corporate check, wire transfer, American Express credit card (the only credit card accepted by the CCTA), or PayPal. Checks should be made payable to the Caribbean Cable and Telecommunications Association, or CCTA. Please contact the CCTA for wire transfer instructions. If you wish to make payment through PayPal, complete the form and indicate this option. An invoice from PayPal will be sent to the e-mail address listed.

Corporate Check \_\_\_\_\_ Wire Transfer \_\_\_\_\_ PayPal \_\_\_\_\_  
 American Express Card (attach copies of front and back of card) Number \_\_\_\_\_  
 Cardmember's Name \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Billing Address \_\_\_\_\_  
 Signature \_\_\_\_\_ **an original signature is required** \_\_\_\_\_ Date \_\_\_\_\_

**IF YOU ARE E-MAILING, FAXING OR USING THE U.S. POSTAL SERVICE TO SUBMIT YOUR REGISTRATION, PLEASE USE THE FOLLOWING:**

Caribbean Cable and Telecommunications Association  
 P.O. Box 11540, St. Thomas, VI 00801-4540 Fax: 561.952.4002 E-mail: info@cctanet.com

**IF SENDING BY FEDERAL EXPRESS, UPS OR OTHER OVERNIGHT CARRIER, PLEASE USE THE FOLLOWING PHYSICAL ADDRESS:**

Caribbean Cable and Telecommunications Association, c/o Andrea L. Martin  
 12 Terra Trace Way, Travelers Rest, SC 29690 • Tel: 864.836.8954

**FOR INFORMATION, PLEASE CONTACT:**

Andrea L. Martin, Executive Director • Tel: 340.643.7595 • E-mail: info@cctanet.com

**REGISTRATION FEES FOR EMPLOYEES OF CCTA MEMBER COMPANIES**

2013 corporate Active or Associate Membership Dues must be paid prior to registration to qualify for this rate.

PLEASE CIRCLE SELECTED CATEGORIES AND TOTAL ALL FEES AT BOTTOM OF COLUMN.

	ADVANCE RATE Applicable through Jan. 4, 2013	STANDARD RATE Applicable starting Jan. 5, 2013
Registration Fee*	\$ 395.00	\$ 495.00
Spouse Fee*	\$ 290.00	\$ 390.00
Exhibit Space** (Must be reserved by Jan. 14, 2013)		
_____ Half tabletop (4' x 30")	\$ 100.00	\$ 200.00
_____ Full tabletop (8' x 30")	\$ 200.00	\$ 400.00
_____ Booth Space (8' x 10')	\$ 400.00	\$ 800.00
Circle if Table & Chairs required for booth		
Golf Tournament*** _____ Handicap	\$ 145.00	\$ 165.00
Canadian check collection charges****	\$ 50.00	\$ 60.00
<b>TOTAL DUE FOR ALL CIRCLED ITEMS</b>	<b>\$ _____</b>	<b>\$ _____</b>

**REGISTRATION FEES FOR EMPLOYEES OF NON-MEMBER COMPANIES**

PLEASE CIRCLE SELECTED CATEGORIES. TOTAL ALL FEES AT BOTTOM OF COLUMN.

	ADVANCE RATE Applicable through Jan. 4, 2013	STANDARD RATE Applicable starting Jan. 5, 2013
Registration Fee*	\$ 525.00	\$ 625.00
Spouse Fee*	\$ 410.00	\$ 510.00
Exhibit Space** (Must be reserved by Jan. 14, 2013)		
_____ Half tabletop (4' x 30")	\$ 150.00	\$ 300.00
_____ Full tabletop (8' x 30")	\$ 300.00	\$ 600.00
_____ Booth Space (8' x 10')	\$ 500.00	\$ 1,000.00
Circle if Table & Chairs required for booth		
Golf Tournament*** _____ Handicap	\$ 145.00	\$ 165.00
Canadian check collection charges****	\$ 50.00	\$ 60.00
<b>TOTAL DUE FOR ALL CIRCLED ITEMS</b>	<b>\$ _____</b>	<b>\$ _____</b>

- \* Registration fees entitle registrants to attend all sessions, meetings (unless designated as CCTA Members only), exhibits and meal events listed on the program.
- \*\* Exhibit space is available only to those who have paid a registration fee. Exhibit spaces must be manned at all times during Exhibit Hall hours. The Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of Exhibitor's activities on the premises of the Fairmont Southampton, and will indemnify, defend and hold harmless the Caribbean Cable and Telecommunications Association and the Fairmont Southampton, their agents, servants and employees from any and all such losses, damages and/or claims.
- \*\*\* The Caribbean Cable and Telecommunications Association, the 2013 Annual Meeting, and their employees and agents, singly or collectively, are not liable for any loss, damage or injury, because of participation in the CCTA Annual Meeting or Golf Tournament. Registration for the Golf Tournament expressly releases the aforementioned and Port Royal Golf Course from liability, for such loss, damage, and/or injury. Fee includes transportation to golf course, box lunch, and beverage cart.
- \*\*\*\* If paying fees by Canadian check, please add \$50.00 to offset the cost of international collection.

**INSTRUCTIONS – PLEASE READ CAREFULLY.**

**PRE-REGISTRATIONS**

- Complete the form with information on yourself, and spouse/companion if attending. Use a separate form for each additional registrant from your company. All forms can be filled out and then downloaded from the CCTA's web site, www.cctanet.com. They cannot be submitted to the web site. Registration confirmation will be sent to the e-mail address listed on the form.
- Registration forms with payments must be received by January 4, 2013, in order to qualify for the Advance Rate. After that date, the Standard Rate will apply.
- Payment can be made by corporate check, wire transfer, American Express credit card (the only credit card accepted by the CCTA), or PayPal. Checks should be made payable to the Caribbean Cable and Telecommunications Association, or CCTA. Please contact the CCTA for wire transfer instructions. If you wish to make payment through PayPal, complete the form and indicate this option. An invoice from PayPal will be sent to the e-mail address listed. Confirmation of registration will not occur until the PayPal invoice has been paid in full.
- Incomplete forms or checks with incorrect amounts will be returned to registrant, and must be resubmitted by January 4 to qualify for the Advance Rate.
- Pre-registration ends on January 16, 2013. After this date, attendees may register on-site, starting January 21.

**ON-SITE REGISTRATIONS**

- On-site registration at the Standard Rate will begin on Monday, January 21, from 12:00 p.m. to 7:00 p.m. at the Fairmont Southampton.
- All conference fees must be paid, prior to attending any event, by company check, cash or American Express credit card (companies cannot be billed for on-site registrations). Personal checks will not be accepted and PayPal invoicing is not available on-site. To gain entry to any and all events, registration must be paid in full.

**CANCELLATIONS AND SUBSTITUTIONS**

- Cancellations must be in writing and received by the CCTA by January 16, 2013. After deducting a \$50 cancellation fee, a refund check, American Express credit or PayPal credit will be issued following the close of the Annual Meeting. After January 16, there will be no refunds of cancelled registrations.
- Registration substitutions must be received by the CCTA in writing by January 16, 2013, and must be accompanied by \$25 payment. After this date, all substitutions will be charged a \$40 fee at the Annual Meeting Registration Desk.

# Caribbean Meets the Future of Cable TV

## 2013 ONE-DAY REGISTRATION

**January 23 or January 24, 2013**

A One-Day Registration is available to those who can only attend one day of the 2013 Annual Meeting. A registrant who plans to attend more than one day must use the 2013 Annual Meeting Registration Form. There are different rates for Members and Non-Members. Please circle the appropriate rate.

<b>Wednesday, January 23, 2013</b>		<b>Thursday, January 24, 2013</b>	
All Sessions Exhibit Hall Breakfast, Luncheon, Cocktail Cruise and Banquet		All Sessions Exhibit Hall Breakfast, Luncheon and Cocktail Party	
<b>FOR EMPLOYEES OF MEMBER COMPANIES IN GOOD STANDING</b>			
Advance By Jan. 4, 2013 \$230.00	Standard After Jan. 4, 2013 \$280.00	Advance By Jan. 4, 2013 \$165.00	Standard After Jan. 4, 2013 \$215.00
<b>FOR EMPLOYEES OF NON-MEMBER COMPANIES</b>			
Advance By Jan. 4, 2013 \$295.00	Standard After Jan. 4, 2013 \$345.00	Advance By Jan. 4, 2013 \$230.00	Standard After Jan. 4, 2013 \$280.00

**PLEASE PRINT OR TYPE**

Full Name \_\_\_\_\_ First Name for badge \_\_\_\_\_

Company Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Registration for (only one allowed):**

**Wednesday, January 23, 2013** \_\_\_\_\_ **OR** **Thursday, January 24, 2013** \_\_\_\_\_

**PAYMENT METHOD**

Payment can be made by corporate check, wire transfer, American Express credit card (the only credit card accepted by the CCTA), or PayPal. Checks should be made payable to the Caribbean Cable and Telecommunications Association, or CCTA. Please contact the CCTA for wire transfer instructions. If you wish to make payment through PayPal, complete the form and indicate this option. An invoice from PayPal will be sent to the e-mail address listed.

Corporate Check \_\_\_\_\_ Wire Transfer \_\_\_\_\_ PayPal \_\_\_\_\_

American Express Card (attach copies of front and back of card) \_\_\_\_\_ Number \_\_\_\_\_

Cardmember's Name \_\_\_\_\_ Exp. Date \_\_\_\_\_

Billing Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Mail, fax, or scan and e-mail completed and signed registration form and payment to:**

Caribbean Cable and Telecommunications Association  
P. O. Box 11540  
St. Thomas, VI 00801-4540  
Fax: 561.952.4002  
E-mail: info@cctanet.com

**For Information, please contact:**

Andrea L. Martin, Executive Director  
Tel: 340.643.7595



# Caribbean Meets the Future of Cable TV

## 2013 HIGHLIGHTS PARTICIPATION

Two of the most popular events at the Annual Meeting are the Programming Highlights Session and the Technical Highlights Session. At the 2013 Annual Meeting, these events will run consecutively on Wednesday, January 23, in the Gardenia I Room at the Fairmont Southampton, with the first one starting at 8:30 a.m.

During the Highlights Sessions, representatives of Associate Members have five (5) minutes each to promote the products and services of their companies. Because time is limited, there are only 15 slots available in each session. Don't miss this great opportunity to discuss your company and introduce yourself to Annual Meeting attendees, prior to the opening of the Exhibit Hall. Only representatives of Associate Members (membership dues for 2013 must be paid) who are registered for the 2013 Annual Meeting may participate.

If you are interested in securing a five-minute slot in either the Programming Highlights or Technical Highlights Sessions, please complete this form and return it with your completed Annual Meeting registration form. Remember space is limited, so only early registrants get this opportunity! You will be asked to submit your presentation in advance. Once you have received notification that your slot in the Highlights is confirmed, you will also be given information on submitting your PowerPoint or audio-video presentation to a session facilitator.

The Annual Meeting registration form and Highlights Participation form can be mailed, e-mailed or faxed to Executive Director Andrea L. Martin. The mailing address is CCTA, P.O. Box 11540, St. Thomas, VI 00801-4540. The e-mail address is [info@cctanet.com](mailto:info@cctanet.com), and the fax number is 561.952.4002.

Please indicate your interest in participating in either the Programming Highlights Session or Technical Highlights Session. You can participate in only one session.

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Name \_\_\_\_\_ Company \_\_\_\_\_

**Programming Highlights, January 23, 8:30 a.m. to 9:30 a.m.** \_\_\_\_\_

**or**

**Technical Highlights, January 23, 9:30 a.m. to 10:30 a.m.** \_\_\_\_\_

Signature \_\_\_\_\_ **REQUIRED** \_\_\_\_\_ Date \_\_\_\_\_

# Caribbean Meets the Future of Cable TV

## 2013 SPONSORSHIP OPPORTUNITIES

The Caribbean Cable and Telecommunications Association's Annual Meeting relies heavily on the generosity of its Active and Associate Members, primarily through sponsorships. Companies and associations are offered numerous choices, from sponsoring entire events to sharing sponsorship with others. All sponsors are acknowledged in the final program, as well as during the actual event and throughout the Annual Meeting. Listed below are full sponsorship opportunities, but partial sponsorships are available with a minimum contribution of \$600. If you are interested in becoming a full or partial sponsor, please complete this form and mail it to Executive Director Andrea L. Martin, CCTA, P. O. Box 11540, St. Thomas, VI 00801-4540; e-mail it to [info@cctanet.com](mailto:info@cctanet.com); or fax it to 561.952.4002. In the event of duplicate requests, the one received first will reserve the sponsorship opportunity. Your support is much appreciated!

Date	Activity	Full Sponsorship
January 21, 2013	Registration Refreshments	\$ 750.00
January 22, 2013	Morning Registration Refreshments	\$ 750.00
January 22, 2013	Afternoon Registration Refreshments	\$ 850.00
January 22, 2013	Breakfast Buffet	\$ 3,250.00
January 22, 2013	Golf Tournament Beverages	\$ 1,800.00
January 22, 2013	Welcome Cocktail Party	\$ 10,000.00
January 23, 2013	Morning Break Refreshments	\$ 750.00
January 23, 2013	Breakfast Buffet	\$ 5,750.00
January 23, 2013	Luncheon	\$ 16,500.00
January 23, 2013	Exhibit Hall Refreshments	\$ 4,000.00
January 23, 2013	Cocktail Cruise	\$ 6,000.00
January 23, 2013	Banquet on the Harbor	<b>ALREADY RESERVED</b> \$ 28,000.00
January 23, 2013	Banquet on the Harbor Beverages	\$ 6,000.00
January 23, 2013	Banquet on the Harbor Entertainment	\$ 2,000.00
January 24, 2013	Morning Break Refreshments	\$ 1,000.00
January 24, 2013	Breakfast Buffet	\$ 5,750.00
January 24, 2013	Luncheon	\$ 16,000.00
January 24, 2013	Farewell Cocktail Party Beverages	\$ 17,000.00
January 24, 2013	Farewell Cocktail Party Hors D'Oeuvres	\$ 8,000.00

And

Tote Bags with printed logo for all attendees	Provided by sponsor
Lanyards for Badge/Schedule Holders	Provided by sponsor
Tee-shirts with printed logo for all attendees	<b>ALREADY RESERVED</b> Provided by sponsor
Badge/Schedule Holders	\$700.00
Golf Tournament Trophies	<b>ALREADY RESERVED</b> \$600.00

Please indicate your interest in sponsorship and return this form to the CCTA.

Name \_\_\_\_\_ Company \_\_\_\_\_

Sponsorship Preference (name and date) \_\_\_\_\_

Alternate Sponsorship Preference (name and date) \_\_\_\_\_

Amount of Sponsorship \_\_\_\_\_

Payment Method (American Express, corporate check, to be invoiced) \_\_\_\_\_

Signature \_\_\_\_\_ **REQUIRED** Date \_\_\_\_\_

The banner features a stylized landscape with green hills, a blue sky with a crescent moon and stars, and a blue body of water with a sun rising over the horizon. The text is in a bold, yellow, sans-serif font.

# Caribbean Meets the Future of Cable TV

## 2013 EXHIBITOR GUIDELINES

In 2013, the Exhibit Hall for the Caribbean Cable and Telecommunications Association Annual Meeting will be held in the Poinciana Ballroom in the Fairmont Southampton. This room can adequately accommodate 60 tabletops (8 feet by 30 inches) and 32 (8 feet by 10 feet) spaces for booth set-ups, or a combination of both.

Booth space rental consists only of a space measuring 8 feet by 10 feet. Two chairs and one table will be provided in the event you do not have an exhibit, but you must request these items on your registration form. Exhibit space will be assigned on a first-come, first-served basis. **The final deadline for reserving exhibit space is Monday, January 14, 2013.** Exhibit space assignments will be made after January 14.

Bermuda has very strict guidelines for bringing goods into the country, whether the items are shipped separately or brought in with luggage. Closely follow the **Shipping Information** provided by the Fairmont Southampton. This document covers shipping into and out of the country, a mandatory letter that must be addressed to the Bermuda Department of Tourism and sent to the hotel, and the duties that will be charged.

The Fairmont Southampton has also provided an **Exhibitor Rentals & Order Form**, which describes the equipment, electrical hook-ups and services available for rent and the corresponding rates. Equipment and internet services can be reserved for the Exhibit Hall by using this form and submitting it with payment information via facsimile to 441.239.6974. If you need an item that is not listed, please contact the hotel by e-mail or calling the number on the form.

The period allotted for the set-up of the Exhibit Hall is 3:00 to 5:15 p.m. on **Tuesday, January 22, 2013.** The hotel will deliver all boxes to the Exhibit Hall prior to set-up. All tabletops and booth space will be assigned well before this date, so if you have any special requests please include them with your CCTA registration form. It will be very difficult to change assigned exhibit spaces or accommodate extra exhibitors while the Annual Meeting is in progress.

The CCTA will provide security for the Exhibit Hall from January 22 through January 24. Following the close of the Exhibit Hall at 4:30 p.m. on Thursday, January 24, exhibitors will have the remainder of the evening to remove all display and shipping materials. The exhibitor must make his or her own shipping arrangements for sending equipment and display material to the next destination. Please see the **Shipping Information** for the requirements in sending materials out of Bermuda.

If you have any questions or concerns, please contact Executive Director Andrea L. Martin at 864.836.8954 (office), 340.643.7595 (cell) or by e-mail at [info@cctanet.com](mailto:info@cctanet.com).

THE  
*Fairmont*  
SOUTHAMPTON  
**EXHIBITOR RENTALS & ORDER FORM**

**CONFERENCE NAME:** Caribbean Cable & Telecommunications Assn.

**ON SITE CONTACT NAME:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PAYMENT METHOD:**

**CREDIT CARD    CARD TYPE:** \_\_\_\_\_

**CREDIT CARD NUMBER:** \_\_\_\_\_

**NAME ON CARD:** \_\_\_\_\_

**EXP. DATE** \_\_\_\_\_

**BILLING ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Please put a check mark (X) and note the quantity of items required in the appropriate box on the form to follow and fax back to Conference Services Department at (441) 239-6974.***

***All billing information must be filled out correctly to ensure confirmation.***





## EXHIBITOR RENTALS & ORDER FORM

**Exhibit tabletop spaces consist of (1) 8' skirted table, (2) padded chairs and (1) wastebasket**

(T)	ITEMS AVAILABLE	QTY	PRICE	NOTES
	Set up/Breakdown (Labour) Minimum Hire 3 Hours		\$35.00 per man/per hour	Only necessary if Exhibitor plans to use hotel staff to handle the booth assembly
	Large Glass bowl		\$3.00 each/per day	
	Electrical Power-110V		\$25.00 (one time fee)	
	Electric Power strip /Extension Cords- 110V 4 -6 plugs		\$35.00/day	
	Extension Cord Only		\$15.00/day	
	DVD Player		\$90.00/day	
	17" Flat Screen Data Monitor Limited Numbers – Stand NOT Included		\$65.00/day	
	21" Flat Screen Data Monitor Limited Numbers)(Stand Not Incl.)		\$200.00/day	
	30" Flat Screen Data Monitor (Limited Numbers)(Stand Not Incl.)		\$400.00/day	
	40" Flat Screen Data Monitor (Limited Numbers)(Includes Stand)		\$625.00/day	
	52" Flat Screen Data Monitor Limited Number - Stand Included		\$900/day	
	Monitor Stand (4.5ft Tall)		\$20.00/day	
	TV & VCR w/ Stand, 27-inch		\$195.00/day	
	LCD Projector (3,000 Lumens)		\$375.00/day	
	Long Distance (DID/Analogue) Line		\$250.00 per line (Install) \$25.00 per day usage	
	HSIA Internet Access Line w/cable –One Time Fee and Daily Unlimited Usage		\$250.00 per line (Install) \$25.00 per day usage	
	HSIA Wireless Access – One Time Fee and Daily Unlimited Usage		\$50.00 per Access/ \$25.00per day usage	
	ISDN Line (Install Only-1 month pre order time required)		\$800.00 per Line	
	Speaker Phone Unit (Limited Numbers)		\$125.00 each / per day	
	Touch Tone Phone Unit		\$25.00 per day	

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

Updated April 1, 2011



*THE Fairmont*  
SOUTHAMPTON  
**EXHIBITOR RENTALS & ORDER FORM**

**SHIPPING INFORMATION**

We at Fairmont Southampton are the hosts for your conference in Bermuda. To Ship or Hand Carry any items, goods or materials of any kind, the following government procedure should be followed, to have any duties waived for those items coming into or leaving the island for your conference. At least seven (7) business days prior to the shipping/ hand carrying of your items, a letter addressed to the Bermuda Department of Tourism containing specific shipping information, **MUST** be **faxed to your Conference Services Manager**. Fax number is 441-239-6974. (See attached sample letter)

This letter needs to contain the following information and **must be typed on company letterhead**:

- \* Name of Group
- \* Group arrival and departure dates
- \* Number of guests in the group
- \* Itemized list of all goods coming into Bermuda via courier service *as well as hand carried items*, with the commercial value
- \* Shipping dates and courier service if known

All materials **must be** clearly marked "CONVENTION GOODS" and shipped to the following address:

**FAIRMONT SOUTHAMPTON PRINCESS HOTEL**  
**101 SOUTH SHORE ROAD**  
**SOUTHAMPTON, BERMUDA SN 02**  
**CONFERENCE SERVICES DEPARTMENT**  
**PHONE: 441-238-8000**  
**HOLD FOR: [CONFERENCE NAME, ARRIVAL DATE, COMPANY NAME]**

If the above instructions are not followed, items brought in are subject to 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 22.5% up to 33.05% of the commercial or estimated commercial value of the items. A 1.01% wharfage charged will be assessed to all freight arriving via courier service. (This includes everything except items arriving with a person on their own flight.)

Fairmont Southampton Business Centre 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 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 Fairmont*  
SOUTHAMPTON  
**EXHIBITOR RENTALS & ORDER FORM**

**COURIER AND FREIGHT FORWARDING SERVICES**

UPS, DHL, IBC and FedEx have offices in Bermuda. Goods will normally take 48 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. The Fairmont Southampton preferred Air Freight Forwarding Company is Bermuda Forwarder, contact 441-293-2335.

**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 Fairmont Business Center. Export materials and services are available in the Business Center. 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 or 441-239-6686.

**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).

THE  
*Fairmont*  
SOUTHAMPTON  
**EXHIBITOR RENTALS & ORDER FORM**  
**[COMPANY LETTERHEAD]**

Date

Manager, Public Relations  
Bermuda Department of Tourism  
P.O. Box HM 465  
Hamilton, HM BX  
Bermuda

Dear Sir:

Please be advised that we will be shipping the following items to the Fairmont Southampton Hotel & Resort for the Caribbean Cable & Telecommunications Association 2013 Annual Meeting scheduled for January 22 to 24, 2013. The expected number of attendees is 325.

<u># BOXES</u>	<u>CONTENTS</u>	<u>COMMERCIAL</u>
<i>[LIST ITEMS OR ATTACH LIST]</i>		<u>\$ VALUE</u>

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 convention materials being brought into Bermuda will be returned to the *[COUNTRY OF ORIGIN]* with the conference participants.

Sincerely,

*[NAME]*  
*[TITLE]*

cc: Conference Service Department  
Fairmont Southampton Hotel

**SAMPLE  
SHIPPING LETTER**

*Updated April 1, 2011*