

THE FAIRMONT SOUTHAMPTON EXHIBITOR RENTALS & ORDER FORM

CONFERENCE NAME: _____

EXHIBIT BOOTH NUMBER: _____

ON SITE CONTACT NAME: _____

COMPANY NAME: _____

ADDRESS: _____

PHONE NUMBER _____

FAX NUMBER _____

EMAIL: _____

PAYMENT METHOD :

CREDIT CARD: VISA MasterCard American Express

CREDIT CARD NUMBER: _____

NAME ON CARD: _____ EXP. DATE _____

BILLING ADDRESS: _____

Please put a check mark (✓) 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.

THE FAIRMONT SOUTHAMPTON EXHIBITOR RENTALS & ORDER FORM

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

(T)	ITEMS AVAILABLE	QTY	PRICE	NOTES
	8' x 18" Skirted Table		\$10.00 each/per day	
	Padded Chair		\$5.00 each/per day	
	Large Glass bowl		\$3.00 each/per day	
	Electrical Power		\$25.00per outlet	
	Electric Power strip /Extension Cords		\$5.00/day	
	Trees & Plants		\$20.00/day	
	17" Multiscan Data Monitor		\$175.00/day	
	21" Multiscan Data Monitor		\$250.00/day	
	31" Multiscan Data Monitor (Limited Numbers)		\$475.00/day	
	VHS VCR _ inch		\$65.00/day	
	21" Flat Screen Data Monitor (Limited Numbers)		\$350.00/day	
	30" Flat Screen Data Monitor (Limited Numbers)		\$500.00/day	
	40" Flat Screen Data Monitor (Limited Numbers)		\$750.00/day	
	VCR or Monitor Stand		\$20.00/day	
	TV & VCR w/ Stand, 27-inch		\$195.00/day	
	LCD Projector		\$600.00/day	
	Long Distance (DID/Analog) Line		\$250.00 per line (Install) \$25.00 per day usage	
	High Speed Internet Access Line (Hotel Network)		\$250.00 per line (Install) \$50.00 per day usage	
	ISDN Line (Install Only)		\$500.00 per Line	
	T1 Line (Install Only)		\$3000.00 per Line	
	Speaker Phone Unit (Polycom) (Limited Numbers)		\$125.00 each / per day	
	Touch Tone Phone Unit		\$25.00 per day	
	Set up/Breakdown (Labour) Minimum Hire 3 Hours		\$30.00 per man/per hour	

Date Recv'd: _____ Order Confirmation: _____

SHIPPING INFORMATION

INBOUND:

To ship, send or carry any convention items, goods or materials of any kind, the following procedure should be followed. At least ten days prior to the shipping of your items, a letter addressed to the Bermuda Department of Tourism containing specific shipping information, needs to be **faxed to your Conference Services Department**. 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:

**THE FAIRMONT SOUTHAMPTON
101 SOUTH SHORE ROAD
SOUTHAMPTON, BERMUDA SN 02
CONFERENCE SERVICES DEPARTMENT
PHONE: 441-239-6922**

HOLD FOR: [CONFERENCE NAME, ARRIVAL DATE, COMPANY NAME & BOOTH #]

If the above instructions are not followed, items brought in are subject to duties or they may be refused entry into the country. Some items are not exempt from duty charges, ie. Golf balls, tennis balls, tobacco & food items. Duty charges assessed range from 22.5% up to 33.05% of the commercial or estimated commercial value of the items.

COURIER 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.

OUTBOUND:

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, should be provided to the Business Centre. Export materials and services are available in the Business Centre. Shipping charges may be billed to your master account, a credit card or courier account number.

Outbound Documentation Required:

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

[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 The Fairmont Southampton for the **[CONFERENCE NAME]** scheduled **[CONFERENCE DATES]**. The expected number of attendees is **[NUMBER OF CONFERENCE ATTENDEES]**.

<u># BOXES</u>	<u>CONTENTS</u>	<u>COMMERCIAL</u>
		<u>\$ VALUE</u>
[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 convention materials being brought into Bermuda will be returned to the **[COUNTRY OF ORIGIN]** with the conference participants and / or will be destroyed on the Island.

Sincerely,

[NAME]
[TITLE]

cc: Conference Service Department
The Fairmont Southampton

**SAMPLE
SHIPPING LETTER**