

*Aruba Marriott Resort & Stellaris Casino*  
L. G. Smith Boulevard # 101, Palm Beach  
Aruba- Dutch Caribbean  
Fax: 011-297 586 1957      ☎ 011-297-5206689

TO: \_\_\_\_\_ COMPANY: \_\_\_\_\_  
FAX: \_\_\_\_\_ DATE: \_\_\_\_\_  
FROM: \_\_\_\_\_ EVENTS DEPARTMENT

We are looking forward to your upcoming group. It is very important that the necessary planning occurs when shipping meeting and/or convention materials (including amenities, gifts, give away, awards, audiovisual, banners, special computer equipment, and other miscellaneous items.)

The following steps need to be completed when shipping items to Aruba.

1. **A letter addressed to the Head of Aruban Customs (see sample).**
2. **Fax us the above mentioned letter, we will forward letter to Customs.**
3. **Attach the commercial invoice with the description and value of items.**
4. **After faxing the hotel the letter you may go ahead and ship the items.**
5. **Any requests sent less than two weeks prior to convention may not be admitted or may have to pay taxes.**

Please note that international shipments to Aruba take a very long time, even if sent through UPS or Federal Express etc. Therefore we ask you to send out everything minimum 2 weeks before group arrival, otherwise we cannot guarantee that the shipment will clear customs in time or without additional charges.

Furthermore we need a letter from you (or the company sending the shipment) to be able to clear customs (sample letter attached). Please make sure to specify all items in the letter with quantity and value. A commercial invoice for the items **must** be included as well. Please fax both these documents to our property as well as include copies with the shipment.

We definitely recommend to ship with Federal Express, because this company is already used to receiving our large shipments and is quick with document handling, you can pay directly to them in the USA, etc. Any additional charges will be billed directly to your master account.

The staff of the Catering Office are fully dedicated to the execution of a successful program, we kindly ask you to review the above information carefully. Please contact your Event Manager Martijn Dekker in case of very large shipments due to available storage space. Martijn will store smaller shipments personally in his office until you arrive.

Should you have any questions, please do not hesitate to call us.

**SAMPLE LETTER**

Mr. L.W. Bernadina  
Head of Customs  
Aruba Customs

Dear Sir,

The \_\_\_\_\_ Group will be staying at the Aruba Marriott Resort & Stellaris Casino for their 200x Program from \_\_\_\_\_ until \_\_\_\_\_ with approx. participants.

Therefore, a shipment has been sent to Aruba with items that will be used for this event and will all return to the USA.

The contents of the package are: (please itemize contents with descriptions and value)

Value: \$ \_\_\_\_\_

Please allow these items to enter Aruba duty-free as they will be taken back out of the country upon completion of the program.

I herewith authorize our contact at the Aruba Marriott Resort, Martijn Dekker, Event Manager to accept our shipment directed to his attention.

Thank you for your assistance!

Sincerely,

\_\_\_\_\_

**(NOTE: MUST USE YOUR COMPANY LETTERHEAD)**