

**MARRIOTT FRENCHMAN'S REEF AND MORNING STAR BEACH RESORTS
SHIPPING INSTRUCTIONS**

Convention materials can be shipped via Federal Express, UPS, or U.S. Mail. Please send these to Marriott Frenchman's Reef, Attn: Convention Services, #5 Estate Bakkeroe, St. Thomas, USVI 00801.

NOTE: When shipping Federal Express or UPS you must use International Airbills.

Convention material needed for your convention at Frenchman's Reef Beach Resort may also be shipped to Padgett Transport, CaribTrans, or Tropical Shipping, Inc. The convention agent of your choice will need a letter of authorization allowing them to sign the Excise Tax Form #721 and Custom's IV-RC-58 on your behalf. (See sample letter of authorization).

Please include a separate letter of authorization allowing Padgett Transport, Tropical Shipping Co., or CaribTrans to be your agent for pickup and delivery and clearly state who is responsible for these charges. Specify the billing address and phone number.

We suggest shipping any materials at least three weeks prior to your convention. The following requirements are needed to be filled to release your shipments:

Groups having Exhibitors must forward all shipping instructions to those participating at the convention.

1. On the airway bill, please state:
 - a. CONVENTION MATERIAL TO BE RETURNED TO THE UNITED STATES
 - b. NAME & DATE OF CONVENTION: (Start – End), EVENT MANAGER'S NAME, MARRIOTT FRENCHMAN'S REEF.

2. On cartons, please state one of the following convention agent's address:

- | | | |
|----|---|---|
| a. | NAME OF YOUR COMPANY
C/O PADGETT TRANSPORT
CYRIL E. KING AIRPORT
8002 SUITE 4
ST. THOMAS, VI 00802-5297 | NAME OF YOUR COMPANY
C/O TROPICAL SHIPPING
<u>Out of the Northeast US:</u>
700 BELLEVILLE TURNPIKE
KEARNY, NJ 07032 |
| | NAME OF YOUR COMPANY
C/O CARIBTRANS
12600 NW 107 TH AVENUE
MIAMI, FL 33178 | <u>C/O TROPICAL SHIPPING</u>
<u>Out of the Southeast US:</u>
9505 NW 108 TH AVENUE
MIAMI, FL 33178 |

- b. Deliver to Marriott Frenchman's Reef Beach Resort on (date),
Attention: Event Manager / Convention Services for (name of group)

3. All audio-visual and computer equipment must be registered with a Custom's Certificate of Registration Form #4455, before exporting to the Virgin Islands. Send 3 copies of this form to the convention agent of your choice after your customs office has registered it and applied their signature and/or seal. (See Certificate of Registration).

4. Customs needs an invoice stating contents and value of each box with invoice stating:

CONVENTION MATERIAL FOR (Name of Convention).
STARTING/ENDING DATES
NO COMMERCIAL VALUE (See Sample Commercial Invoice).

5. All shipments must have freight charges prepaid.

6. **A letter MUST be addressed to the U.S. Customs Service and mailed 2 – 3 weeks prior to the convention. (See sample letter to the district Director of Customs).**

7. **Please note that failure to have the correct paperwork or any misrepresentation of Country of origin may result in pick-up delays and taxation by the Virgin Islands Internal Revenue Service.**

If you have any questions, please contact:

*Padgett Transport at 340-776-9414, or fax at 340-776-6505

*CaribTrans at 800-696-9949 or email www.caribtrans.com or contact their agent on St. Thomas, Deliver It 340-776-8660 or email caribtrans@deliveritvi.com .

*Tropical Shipping, Inc. at 201-246-7740 Fax: 201-246-7760 (New Jersey) or phone 305-805-7400 Fax: 305-805-7629 (Florida). Tropical Shipping offers Less than Container Load (LCL) pick up service from some areas, contact them for information at: 800 367-6200.

CLEARANCE OF CONVENTION PROMOTION MATERIAL

To simplify the processing of articles temporarily entering the commerce of the U.S. Virgin Islands for convention-related purposes, certain procedures must be performed.

No later than two (2) weeks before the beginning date of the convention, a request for Customs clearance will be made on the sponsor's letterhead in triplicate (see sample letter) to the District Director of Customs. The letter must contain the following:

1. the convention name (including dates and location of convention within the U.S. Virgin Islands);
2. purpose of convention;
3. approximate number of attendees;
4. the description, quantities, country of origin, and value of all foreign items to be given away to attendees;
5. the following statement –

 “The listed items are being brought into the Virgin Islands for free distribution to attendees at the convention. Items will not be offered for sale, and will be removed by participants when they leave the U.S. Virgin Islands”;
6. responsible party in Virgin Islands – the name, address and telephone number of the party in the Virgin Islands (if any) who will present the letter to the Customs Inspector for the release of the merchandise; and
7. sponsor's signature and telephone number.

Upon approval, the original plus one copy will be returned to the sponsor, or their designated representative in the Virgin Islands.

Upon arrival of the merchandise and presentation to the Customs Inspector the original letter approved by the District Director the shipment shall be released without any payment of Custom's duties under the provisions of Public Law 64, Paragraph 2, Section 13.

**THIS LETTER MUST ACCOMPANY ALL SHIPMENT'S VIA
FEDERAL EXPRESS, UPS, PADGETT TRANSPORT, TROPICAL
SHIPPING, CARIBTRANS OR ANY OTHER CARRIER TO BE
EXEMPT FROM TAXES AND/OR CUSTOMS DUTIES.**

Sample Commercial Invoice

Date

Area Port Director
U.S. Customs Service
Federal Building, 2nd floor
Charlotte Amalie
St. Thomas, USVI 00802

Dear Sir:

Approval is requested for Customs clearance of promotional materials, gifts and other related items for the following:

CONVENTION NAME: XYZ Corporation Convention
Dates of Convention
Hotel Name
St. Thomas, USVI

PURPOSE: To promote XYZ's new services

OF ATTENDEES:

Description of Merchandise

Quantity	Description	Value	Country of Origin
EXAMPLE			
300	Canvas Bags	\$600	USA
400	Cotton Hats	400	Hong Kong

The listed items are being brought into the U.S. Virgin Islands for free distribution to attendees at the above convention. Items will not be offered for sale and will be removed by participants when they leave the Virgin Islands.

Responsible Party in the Virgin Islands: Federal Express, UPS or DHL,
Padgett Transport, Tropical Shpg,
CaribTrans, or any carrier

Sincerely,

Signature required
Name, Title and Telephone Number

Sample Letter of Authorization
Use your Company Letterhead
(This letter authorizes Padgett Transport, Imperial Transport,
or Tradewinds Shipping to be your agent)

(TODAY'S DATE)

(CONVENTION AGENT'S NAME)

P.O. Box (#####)
Cyril E. King Airport
Cargo Center #
St. Thomas, US Virgin Islands (#####)

Dear Sir/Madam:

(NAME OF CONVENTION) is sponsoring a convention at Marriott Frenchman's Reef on **(CONVENTION DATES - to and from)**. We will be shipping promotional materials to your attention during the week of **(DATE)**, via **(NAME OF AIR CARRIER)** and will be returned to the U.S.A. on **(DATE)**.

This letter is to authorize **(CONVENTION AGENT'S NAME)**, to act as our agent and sign the necessary forms and releases such as Excise Tax Form #721 and Customs IV – RC – 58 on our behalf.

Please bill **(COMPANY, ADDRESS & TELEPHONE #)** for the charges incurred.

I will be arriving at the hotel on **(DATE)**.

If you have any questions, please contact me at **(TELEPHONE # AND FAX #)**.

Thank you for your assistance.

Sincerely,

Name
Title/Position
Business Mailing Address (if different)

Sample Letter to District Director of Customs
(Use your Company Letterhead)

(TODAY'S DATE)

District Director
U.S. Customs Service
Federal Building – Waterfront
St. Thomas, US Virgin Islands 00802

Dear Sir:

(GROUP NAME) is hold a meeting of approximately (#) of people at Marriott Frenchman's Reef on **(CONVENTION DATES – to and from)**. Promotional items will be sent to the Virgin Islands, to be distributed to the attendees at the convention. Items will not be offered for resale and will be removed by participants when they leave the Virgin Islands. All left over material will be returned to **(GROUPS NAMES AND RETURN MAILING ADDRESS)** upon our departure on **DATE (end of convention)**.

Please contact **(CONVENTION AGENT'S NAME AND NUMBER)** if you need any additional information concerning these shipments as **(CONVENTION AGENT'S NAME)** is acting as our local agent for this convention.

We appreciate your courtesy and cooperation.

Sincerely,

Your Name
Title

cc: **(CONVENTION AGENT'S NAME)**

OCEAN CARGO SHIPPING INSTRUCTIONS

TROPICAL SHIPPING INSTRUCTIONS FOR MARRIOTT FRENCHMAN'S REEF AND MORNING STAR BEACH RESORTS

Invoice must state country of origin. (Any misrepresentation of Country of origin will force us to forward to you any taxes levied by US Customs). A copy of the invoice must accompany the cargo to shipper.

A COPY OF THE INVOICE MUST ACCOMPANY CARGO TO TROPICAL

Deliver all cargo Tropical Shipping with inland freight prepaid (or call Tropical to arrange pick up: **800 367-6200**) to one of the following addresses:

Consolidation Services
1489 Martin Luther King Jr. Blvd
Riviera Beach, Florida 33404

Phone: 561 881 3900
Fax: 561 882-3350

Tropical Shipping Receiving
9505 NW 108th Avenue
Miami, FL 33178

Phone: 305 805-7400
Fax: 305 805-7629

**Tropical Shipping offers less than
Container load (LCL) pickup service
Please call to arrange pickup service**

Phone: 800 367-6200

From the Northeast US area, deliver all cargo to:

Tropical Shipping Receiving
700 Belleville Turnpike
Kearny, NJ 07032

Phone: 201 246-7740
Fax: 201 246-7760

Please contact Tropical Shipping for information on the cargo vessels departure times and the cut off time for cargo acceptance for the departure you choose. Also ask about the hours of operation for receiving cargo at the location you will have deliveries sent to. A Tropical Shipping agent can assist you with information on how to mark your cargo so all

will be consolidated as one. **Please be sure to indicate the final destination, as well as, the convention name, event manager's name and the dates of the function.**