

ATLANTIS PARADISE ISLAND CONFERENCE SHIPPING PROCEDURES INFORMATION

Atlantis accepts responsibility for goods shipped into Nassau through Laser International provided the procedures are followed explicitly:

INBOUND

1. An itemized list of goods typed on your letterhead with a dollar value for each item must be faxed to the attention of the Atlantis conference Coordinator, Dorlene Sawyer at (242) 363-6037 no less than 30 days prior to the show. This list will be provided to Laser International who handles the shipment.

The correspondence should contain the following information:

- Name of Conference
- Date of Conference
- Number of Boxes to be Shipped

2. Items should be shipped to the following location 14 days prior to your show dates. Shipment to Laser can be shipped via any courier or Laser can pickup anywhere in the continental United States. All goods shipped through Laser are insured door-to-door, inbound and outbound.

**LASER INTERNATIONAL FREIGHT TRANSPORT
3218 N.W. North River Drive
Miami, Florida 33142
Telephone number (305) 633-4274 or (305) 972-9903
Fax (305) 635-3304
Email: Santig@gate.net**

ALL BOXES MUST BE LABELED AS FOLLOWS:

**Laser International Freight Transport
3218 N.W. North River Drive
Miami, Florida 33142
Name of Conference
Date of Conference
Name of your Company
Atlantis Paradise Island Resort
Box ____ of ____**

A copy of your itemized list of goods with the dollar value of each item and all other information requested must accompany the shipment.

3. Upon receipt of your shipment at Laser, a call will be placed to the originator of the shipment confirming the receipt and advising the shipping date to Nassau.
4. A copy of your itemized list of goods with the dollar value of each item will be submitted to the United States Government. All goods leaving the United States must be examined and cleared through United States Customs. This is part of Laser International's service.
5. Laser International provides a daily manifest of arriving goods with the appropriate documents (itemized list with dollar value of each item) to Pinder's Custom Brokers. Deliveries are made Monday through Friday, excluding holidays, by Laser International.
6. The fee for this shipping/clearing service is, on average, \$2.50 per pound and includes customs broker charges and delivery to Atlantis. This is paid directly to Laser International. They accept all major credit cards.

SPECIAL NOTE: If you intend to hand carry your supplies as luggage, Atlantis will still need to receive your itemize list 14 days prior to your arrival along with your arrival date, flight number and time of arrival. Arrangements will be made to have a custom's broker meet you at the airport and assist you with clearance through Bahamas Customs. This is a special service and doubles the normal broker rate. If this procedure is not followed, the Bahamas Customs Department can detain your items and they may be subject to duty.

7. Upon receipt of your goods to Nassau, Laser will coordinate movement with the Conference Service Manager. All boxes will be stored in a secure area until your designated scheduled location movement. Box movement on property is coordinated with Conference Service and must be scheduled at all times. Box storage fee is \$1.00 per box when Laser is utilized, \$5.00 per box for all other shipping methods. **NO BOXES CAN BE MOVED THAT ARE NOT SCHEDULED IN ADVANCE.**

WARNING: WE CANNOT GUARANTEE SHIPMENT TO THE HOTEL IF A COURIER SERVICE IS UTILIZED TO SHIP DIRECT TO NASSAU. THIS INCLUDES FEDERAL EXPRESS, DHL, UPS, ETC. GOODS SHIPPED IN THIS MANNER ARE STILL SUBJECT TO CUSTOMS BROKER CLEARANCE. WE DO NOT MAINTAIN A DIRECT RELATIONSHIP WITH ANY BROKER CLEARING THROUGH THESE COURIERS. GOODS SHIPPED TAKE A MINIMUM OF 3 DAYS TO CLEAR CUSTOMS – THERE IS NO OVERNIGHT DELIVERY. NONE OF THESE COURIERS ARE OPEN ON SATURDAY, SUNDAY OR HOLIDAYS. THERE IS AN ADDITIONAL FEE OF \$100 FOR CUSTOMS ASSISTANCE WITH COURIERS.

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8. In the event procedures are not followed and short-term shipments are required, contact Laser International direct at 305-633-4274 and Pinder's Custom Brokers at 242-393-3795 for assistance. There may be additional brokerage fees involved.

OUTBOUND

- 1. All boxes will require proper labeling and a completed Cargo Information form detailing the number of boxes and shipping information, which requires your signature.**
- 2. An itemized list of goods with a dollar value for each item must accompany the shipment in order to clear Bahamas and United States Customs.**
- 3. The Conference Logistics Manager will secure the proper documentation for your shipment and verify the number of boxes to be shipped. A copy will be provided to you.**
- 4. All goods will be shipped via Laser International Freight Transport through Bahamas Customs and will also provide clearance through United States Customs**
- 5. You will be notified of shipment arrival in the United States and Laser International will verify the shipping address of the final destination.**
- 6. Laser International will ship goods directly from Miami to you or via your designated courier in accordance with your instructions and the account number provided, if applicable. Delivery will be made within 7 days of shipping date.**
- 7. A detailed statement of actual charges will be provided to you within 15 days of your departure with the appropriate credits or additional charges processed.**

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