



SHIPPING AND HANDLING OF MATERIALS

When shipping your boxes you **must** use a Customs Broker to get your boxes through customs. Below is the information for the Customs Brokers available on St. Kitts:

- **Royal Logistics Limited**
Unit B1 Sands Complex, Basseterre, St. Kitts
Contacts: Collin Williams
Kendall Maloney
Miami Tel (305) 767-2579
Tel (869) 465-5055
Cell (869) 662-2939 (Collin)
Cell (869) 662-9175 (Kendall)
Fax (869) 465-5056
Email: collin@royallogistics.info
kendall@royallogistics.info

After contacting the Customs Broker of your choice, they will make available all the necessary information needed to ship your boxes (Customs forms, Shipping Templates, shipping time, costs...)

Please set up payment for these services directly with your Broker. These costs can not be charged to your master account with the hotel.

If you need to ship an **envelope** with **only documents** you can ship this directly to the hotel at the address below using the courier of your choice (FedEx, DHL or UPS). If there is anything other than documents, or the package is larger than a standard courier envelope you must use a broker.

(No Couriers deliver on Saturday's, Sunday's or Holidays on St. Kitts)

ALL BOXES MUST HAVE THE FOLLOWING ADDRESS INFORMATION ON EACH BOX

St. Kitts Marriott Resort
858 Frigate Bay Road, Frigate Bay
St. Kitts, West Indies
Attn: **(Name of Event Manager)**
Hold For: **(Name of Group and Groups On-Site Contact)**

The Hotel has very limited storage space; therefore we can not accept delivery of any packages from the broker until 1 day prior to the on-site contacts arrival. Please communicate this delivery date to your broker. Your Broker will then contact the hotel and set up a delivery time with your Event Manager.



Below are just some of the details that will be needed to ship your packages. Your broker will provide you with all necessary information:

- All Packages must have a detailed commercial invoice.
- A detail list of all giveaways item with a value for customs purpose only. A confirmation in writing stating that all give-away items will be leaving the island after the event must also be included
- Any equipment shipped should be registered with Customs (the broker will take care of this). The brand, model and serial number must be included in the documents. You must clearly state that it is only a temporary importation of the goods to St. Kitts and the purpose (i.e. use in conference) and that at the end of the event they will be exported back to your country.

The St. Kitts Marriott Hotel shall not be liable for safe or timely arrival of any packages. It is the Group's responsibility to check on the arrival of any packages and to insure that the contents are intact. The Hotel accepts no liability for lost, stolen or damaged goods.