

IMAC Conference 2019 – Booth Set-up Service and Shipments

Storage and Handling:

As every year we expect to have many shipments coming our way before the conference and we are happy to assist with the handling and storage of those. Below are the handling and storage fees :

Handling:

Small Boxes 5 USD per box

Medium Boxes 10 USD per box

Large Boxes 25 USD per box

Storage fee : \$5.00 per box, per day or 25 USD per week

To:	The Ritz Carlton
	Attn: IMAC / Business Center 1-345-815-6028, caymanbc@ritzcarlton.com
	“Your Company & Contact Name & Location”: [Booth# or Attn: IMAC for Media tables or Attn: IMAC for Breakfast/Lunch or other as appropriate and by prior contract.]
	1066 West Bay Road, Grand Cayman KY1-1209, Cayman Islands
Contents	<insert description of contents and attach commercial invoice for customs>
Package#	<Package # of ##’s (i.e. 1 of 7, 2 of 7, 3 of 7 etc)>
From:	
Company Name	
Company Address	
Contact Name	
Contact Phone	

Booth set-up Service:

You can ship your banners & boxes to the hotel and our team will build up your booth the way you envisioned it. If you have any pictures these will help us create the booth you plan for, without any hassle for you or your team. Everything will be ready once you arrive in the morning of the conference.

The set up service is 250 USD per booth. All boxes with marketing material or giveaways will be located at your booth for you to come and be ready to engage with the potential customers. This service does not include the handling or storage fees associated with your incoming boxes.

Once the event is finished, we will dismantle, pack the shipment and prepare it for the courier to retrieve them. Please make sure you have return labels inside the boxes for us to prepare outgoing shipment without delays.

For more details please contact the business center at: caymanbc@ritzcarlton.com +1-345-815-6028