

Exhibitor Info

Aruba College Fair takes place every two years in the fall. The next ACF will therefore take place in October or November of 2008; definite dates are not yet available but usually become known in the first quarter of the year of the Fair.

Fair Program

ACF opens its door for the students on Friday morning at 10:00 and remains open until 20:00. ACF reopens the following morning (Saturday) at 10:00 and remains open until 18:00. ACF does not close for lunch on neither day so, as an exhibitor, you are free to decide when to take a break. We do request, however, that you leave a note to inform the students when you will return.

Booth Set-up

Exhibitors have the opportunity to set up their booths on Friday morning, commencing at 07:00. If the Fair venue was unoccupied the evening before, set-up may be possible then. ACFF will not know this until well near the Fair date.

Booth specifications

Each booth has a 3 X 2.4 X 3 m (10 X 8 X 10 feet) aluminum frame. The side and back "walls" of the booth are drapes, thus, heavy posters or other decorative accessories will not hold. Exhibitors may use the top bar of the frame to hang items. In each booth, there will be a 2.4m (8 ft) long table, two chairs, one garbage bin.

Items/services for the booth that need to be requested explicitly:

- extra chairs
- electrical outlet
- internet access (if available)

Shipping Info

Ocean freight

North American exhibitors: If you have merchandise/giveaways, ready at least 3 weeks prior to arrival in Aruba, you may ship via land to Miami and from there by ocean with consolidated containers.

European exhibitors: We recommend you to ship your materials at least two months in advance in order to guarantee for them to arrive on time. In the Netherlands companies such as Jos Steeman have frequent services to Aruba.

All exhibitors will need a local shipment broker to clear all shipment materials at customs.

Packages and documents must be consigned to the broker with their telephone number and your group contact. It must also state that no customs clearance may be done unless by that broker.

An invoice with a complete description and value of each item along with a copy of the airway bill number must be sent to your broker via fax. This will enable your broker to prepare customs clearance immediately and have your merchandise delivered to your hotel by the time of your arrival or the Fair venue on the morning of the Fair. Please provide us the date and time and the place where the boxes are to be delivered.

Very important is a letter addressed to Aruba Customs to the attention of CHIEF OF CUSTOMS, ARUBA. In this letter your institution informs the Customs Chief who your customs broker is and who is appointed to clear all packages shipped for your college or university.

Generally, merchandise for incentives and meeting groups are exempted from import duties. However, Aruba customs reserves the right to designate your merchandise usable on site and will charge duties accordingly. Duties start at 7.5% for regular items and up to 40% on super deluxe items such as Rolex watches. At times, Aruba customs will not charge duties but require a deposit to be made prior to releasing the goods. If this happens your broker will inform you in order to receive an approval from you and an agreement that ECO DMS will be reimbursed any monies paid to Aruba customs. Please be aware of the following specific charges:

- Cost for customs clearance in/out, per shipment is US\$70.00
- Delivery charges are based upon weight at US\$0.25 per pound with a minimum charge of US\$ 45.00 per shipment
- There is a customs and administration charge of US\$ 15.00 per shipment.
- ECO will hold shipment at our warehouse with no charge if shipments are small and no bigger than 6 boxes and kept no longer than 7 days including weekend
- Afterwards there will be a charge per box of US\$ 5.00 for in/out warehouse charge
- If shipments have to custom cleared after 4:00 pm or on weekends or holidays, there are extra charges by the Aruba Custom Office of US\$ 20.00 per hour
- ECO's custom service and delivery charges on evenings, weekend and holidays will be at 150%

The Addressee

You may make yourself the addressee and use your hotel's address as delivery destination. Please consult and request approval from the hotel first. And please, do NOT send any materials to the Fair venue!

You may also make ACFF the addressee. Our fees are as follows:

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|--------------------------------------|---------|
| Pick-up and delivery of the package: | US\$ 40 |
| Delivery only | US\$ 20 |

Note: Delivery is to the Fair venue on Friday morning of the Fair.

Note: Naturally, should ACFF have to make payments for the clearance of any packages, these will be billed to you.