

You may temporarily import convention or conference goods duty free. Whether you are shipping or hand carrying such goods, you should follow the Government procedure set out below.

At least ten (10) business days prior to importing your goods into Bermuda, send a letter on your organization's letterhead to the Bermuda Tourism Authority specifying –

1. Name of the convention or conference
2. Dates of the convention or conference
3. Number of attendees in your group

List all goods being imported, showing in a separate row for each kind of item –

1. the number of items
2. description
3. commercial value

Also specify the total number of packages in which the goods are packed.

If you will be shipping your goods to Bermuda by a courier service or otherwise, please specify the name of the shipping service and the shipping date.

If your goods will be imported in accompanied baggage, be sure to include the following information:

1. Name of the importing passenger
2. Arrival date
3. Airline and flight number

If the above procedure is not followed your goods may be subject to customs duty, or may not be delivered to you in a timely manner. Please note that duty is payable on goods that will be used up, consumed, given away or sold in Bermuda (e.g. foodstuffs, beverages and goods for local participants). Duty rates range from 6.5% to 33.5% of the value of the goods. A 1.25% wharfage charge will be assessed on all goods shipped to Bermuda. No wharfage will be assessed on goods imported in accompanied baggage.

[Company Letterhead]

Date

Bermuda Tourism Authority  
22 Church Street  
Hamilton HM 11

Dear Sir:

Please be advised that [name of organization] will be importing the goods described in the [table below/attached list] for use at the [name of venue] during the [name of conference] scheduled for [dates of conference]. The expected number of attendees from our organization is [number of attendees].

# items	Description	Commercial value

[list different goods in separate rows of the table or attach separate itemized list]

The goods [described in the table above/ in the attached list] are packed in [number of packages] packages.

The goods will be [imported/shipped] by [name of attendee/name of organization] on [arrival date/shipment date] via [name of airline and flight number/name of shipping service].

We undertake to pay duty on all goods disposed of by sale or otherwise in Bermuda, and to re-export all other [convention/conference] goods.

Sincerely,

[Name]

[Title]