

## **STAND MATERIAL / SPONSORS OR DELEGATE MATERIAL INSTRUCTIONS & TARIFF**

The following shipping information and charges apply to small shipment of sponsorship material / delegate bag material and stand material, such as literature and marketing material of low value and is **not** suitable for exhibits or stand displays that require a temporary import into Canada.

Please refer to our [general shipping instructions](#) if you have a consignment over **50kilos** or that requires a temporary import.

### **20KILOS OR LESS**

Courier shipments **20kilos or less** for IATA Safety and Flight Ops Conference 2018 should be sent to NAIS' office in Montreal on a door-to-door customs cleared basis.

**Ship to:**

North American Logistics Services Inc  
205 Viger West Suite 208  
Montreal Qc  
H2Z 1G2  
Tel: 514-868-6650  
Attn: Robert Vieira  
Show: IATA Safety and Flight Ops Conference 2018  
Exhibitor name / sponsor or delegate material name:  
Hall & stand no / location:

Please not ship your material directly to the venue or your hotel in order to avoid customs issues, delays etc

We recommend using our [sponsor / delegate material](#) and [stand material](#) label templates .

Courier shipments **20kilos or less** will be delivered all the way through to stand.

### **ABOVE 20KILOS**

Courier shipments **Above 20kilos** for IATA Safety and Flight Ops Conference 2018 should be sent to NAIS' warehouse on a door-to-door customs cleared basis

**Ship to:**

North American Logistics Services Inc  
c/o YRC  
1725 Chemin St Francois  
Dorval Qc H9P 2S1  
Exhibition: IATA Safety and Flight Ops Conference 2018  
Exhibitor name / sponsor or delegate bag insert name:  
Hall & stand no / location:

Please not ship your material directly to the venue or your hotel in order to avoid customs issues, delays etc

We recommend using our [sponsor / delegate material](#) and [stand material](#) label templates .

Courier shipments **above 20kilos** will be delivered to the show site and handed over to GES. Additional charges direct from GES will apply.

We can settle the drayage charges on your behalf for delivery to stand. This will be charged to you as per outlay + 15%

### **ARRIVAL DEADLINES**

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<b>Delegate bag inserts / sponsorship material</b>	<b>10<sup>th</sup> April 2018</b>
<b>Stand material</b>	<b>12<sup>th</sup> April 2018</b>

Late arrival surcharges apply to shipments which arrive past the above deadlines.

# ***IATA Safety and Flight Ops Conference 2018***

## ***Montreal Canada 17 – 19 April***



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### **BOOKING COURIER SHIPPING**

Courier shipments must be sent “pre-paid” to the above address. In order to avoid additional charges, you must instruct your courier company to deliver to the above address on a door to door DDP basis (Delivery Duty Paid).

Neither European International Fairs Ltd nor NAIS will have any control over the customs clearance of courier shipment.

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### **SHIPPING PRE-ALERT**

Please send copies of your shipping documents to [jim.callaghan@european-intl.com](mailto:jim.callaghan@european-intl.com) prior to the consignments departure so that they can be checked and approved prior to shipping.

All pre-advice should be submitted via our [service order form](#) before the consignment arrives in Montreal

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### **DOCUMENTATION**

Please provide us with a copy of the courier commercial invoice and waybill. Please see [commercial invoice /packing list](#) template for your convenience.

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### **PACKING & MARKING**

All cases should be clearly marked showing event name, your exhibiting name, stand number / delegate bag insert or sponsorship name, case number (ie 1of3, 2of3 etc), gross weight and dimensions. We recommend using our label templates .

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### **HANDLING TARIFF**

The following receiving, handling and delivery charges apply. Volume/Weight ratio: 1 cbm = 167 kgs.

Agency/Service Fee	USD 95.00 per shipment
Handling Charge up to 20kgs	USD 225.00 per shipment
Thereafter per kg (up to 50kgs)	USD 1.00 per kg
Intervention / no advance Order Form / late arrival	USD 75.00 per shipment

Charges do not include customs clearance, import duty / tax

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### **ORDER FORM**

Please complete your [service order form](#), according to the service / method of shipment required no later than **10<sup>th</sup> April 2018** or the arrival date of your shipment – whichever is the earlier. Shipments arriving without prior order, or in which we are asked to intervene, will incur a late order / intervention fee as per above.

If you are shipping sponsorship / delegate bag material in addition to stand material we require an order form per requirement. Please also specify this in the “stand number” section of the order form.

Please note: sponsorship / delegate bag material must be packed and labelled clearly and separately to the stand material.

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### **PAYMENT**

Invoices are due for immediate settlement in full upon presentation. Any disputes or queries relating to invoices should be notified to us immediately. We reserve the right to demand payment before release of goods.

Bank details will be present on our invoices. We can also accept credit card payments via our [on-line payment portal](#).

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### **TERMS & CONDITIONS**

European International Fairs Ltd's [terms & conditions](#) apply.