



SHIPPING INFORMATION

Following you will find information on how to ship materials from United States to Mexico in a very easy, safe and fast way. Please read it very carefully and let us know if you need any assistance.

It is important that you do the necessary planning before shipping your meeting materials including: giveaways, awards, audio visual, and other equipment, miscellaneous items, etc...

Over the years the CasaMagna Marriott Puerto Vallarta Resort has had outstanding results with Global Caribbean, Inc., both at this hotel as well as other convention hotels throughout Mexico. They will be able to assist you with your shipping, importation, customs clearance and delivery of your merchandise directly to our hotel in time for your event.

It is important that you contact Global Caribbean **BEFORE** shipping any of your goods. They will work with you to coordinate the best means of shipping, to ensure a timely delivery and avoid any problems with Mexican Customs. Global Caribbean can be contacted at:

Tel. 01 52 998 886 2036 Stacy Soucy Email: Stacy@globalcaribbean.com

Tel. 954-894-4500

Fax. 954-894-9190

Email: sandy@globalcaribbean.com

Please send all your boxes numbering each one of them for better control.

Although there are alternative methods by which materials can be shipped to Mexico, the problems have definitely outweighed the successes. Many "overnight" service companies are required to clear their shipments in other cities in Mexico and do not hold all the import licenses for the wide range of convention materials. This can cause unexpected additional expenses as well as the risk of the merchandise not arriving in time for your event. Sometimes these imports require assistance from the Hotel regarding paperwork and documents and there are fees to be taken into consideration, a 15% charge will be applied by the Hotel over the total amount of the clearance when this occurs. In case you want to import alcoholic beverages, they should arrive to Mexico through Customs of Mexico City or Manzanillo, Colima, and a special permit is needed, it has to be issued by the Secretaria de Salud of Mexico requested directly by you or either your broker.

In addition shipments SHOULD NOT be addressed to the Hotel or the Hotel Staff as this could cause additional problems in the customs clearance procedure.

While we are dedicated to the execution of a successful program, we are not experts in importation. It is important that you realize that the Hotel, including its personnel, is not able to assist you with the customs clearance and should any procedures become necessary, those arrangements must be handled by a professional customs broker. For this reason, in order to ensure a successful event, we highly recommend to work with a professional company, such as Global Caribbean Inc., who has over twelve years of experience in the importation of this type of merchandise.