

SHIPPING INFORMATION

If you are planning on sending goods or gifts for your events, please use a custom broker they will handle all the paperwork and storage pre and post your event.

CUSTOMS AND SHIPPING FOR MEETINGS IN MEXICO

Before sending packages to Mexico please be sure you have the following to ensure that your equipment and supplies arrive safely and without problems.

1. Official name of the meeting or the Group's name, official dates, and number of participants.
2. Name of the property where the meeting will take place, including trade name and tax registration form with fiscal (accounting office) address.
3. Information regarding whether the merchandise entering the country will be taken back to its country of origin or given to the participants as gifts.
4. All imported merchandise must be clearly identified by seals or marks, such as logos referring to the meeting.
5. Necessary documents to make sure the materials reach the meeting are:
 - a) Air bill number (if shipment will be sent by air) or sea route (if shipment will be sent by sea) consigned to the person responsible (preferably from your company) in charge of receiving the merchandise. **This person must be a non-Mexican citizen.**
 - b) A copy of the passport and airline ticket of the consignee of the merchandise at the destination.
 - c) A packing list for each box detailing the exact amount of equipment contained for the meeting (computers, etc.) and including an exact description of each item (brand, model, serial number, quantity, unit price, total value).
6. Return address (non-Mexican) where the merchandise will be shipped after the meeting.
7. Merchandise for the meeting must arrive on one flight only and be identified by just one air bill number form.
8. The air bill form must come prepaid from the shipping place of origin and Customs must be advised of its arrival.

Regardless the shipment values, if some of your merchandise requires complying with federal restrictions like **import permits, licenses** or the **Customer's right to import and/or distribute** from other government agencies such as the Food and Sanitary Service (SS), The Department of Agriculture (SAGARPA), the Fish and Wildlife Service (SEMARNAT), etc., customs clearance will be delayed and in most of the cases Couriers do not arrange any permit or license. In such cases an Import License will be mandatory to clear customs, also it may take between 3 days and 3 months to obtain the appropriate permits. Your cargo would be sent back.

If you are planning to ship some of the following products, please advise your custom broker as soon as possible and they will let you know the proceedings or solutions.

■ GRAND VELAS Los Cabos

1. First aid kits and medicines
2. Medical Equipment / instruments
3. Repellents and insecticides
4. Wines, beverages and any liquid
5. Suntan lotions, creams, gels
6. Food and perishables
7. Clothes and textiles
8. Sandals and footwear
9. Products made in China
10. Personal effects and used clothes
12. Toys, beach balls, balloons
13. Lighters
14. Sparklers / Fireworks
15. Candles and matches
16. Plants, seeds, animals and furs
17. Tobacco
18. Wood products and wood packaging
19. Jewelry, precious stones, cash,
20. Airline tickets, credit/debit cards

Important: High restricted materials are not limited to this list.

Most Custom Brokers request four working days to verify and send it, following the arrival date.
Please send the materials under your name.