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 it 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.

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