

WSC 2009 GLOBAL SKILLS VILLAGE LOGISTICS & SHIPMENT IDENTIFICATION

Global Skills Village (GSV) is one of numerous venues on Stampede Park. Due to the number of venues it is critical to the success of the event and to your participation that all packages are properly identified and delivered to Stampede Park on the designated dates. Please follow the directions as indicated by the following instructions.

KEY DATES:

Delivery Days (including couriers)	August 26 th – 31 st
Exhibitor Setup Dates:	August 31 st & September 1 st
GSV Closure and Teardown	September 5 th & 6 th (No later than Sept. 6 th @ 20:00)

(See Welcome Letter for Specific Times & Details)

**please note that Monday, September 7th is a National Holiday and is widely recognized as a day businesses are closed. Please ensure your requirements account for this closure date.*

GSV Logistics Requirements:

- 1) GSV EXIBITOR LOGISTICS PLACARD
- 2) EXIBITOR DELIVERY ADDRESS
- 3) OVERSIZED SHIPMENTS
- 4) MOVEOUT and TEARDOWN
- 5) COURIER & SHIPMENTS from Stampede Park
- 6) INTERNATIONAL ATTENDEES

1) GSV EXIBITOR LOGISTICS PLACARD:

Each individual package must be labeled with the “**GSV Approved Exhibitor Logistics Identification Placard**”. Master packages and pallets must be labeled on 2 sides to clearly identify the destination at GSV.

- a) Name: Company / Country / Organization as known by WSC2009 GSV operations.
- b) Booth Number: 4 digits clearly labeled to indicate the both location.
- c) Piece count indicated: multiple shipping units must each be indicated. 1 of X, (2 of X etc.).
- d) All packages must be labeled with clear bold lettering on the approved WSC placard.
*All packages intended to be delivered to site must be properly labeled.
** All packages must be labeled with the approved placard.



APPROVED PLACARD: (See Included Template)

WSC2009 – GSV Approved Exhibitor Logistics Identification Placard

<h1>Global Skills Village</h1> <p>Name _____</p> <p>Booth# _ _ _ _</p> <p>Package __ of __</p>
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2) EXIBITOR DELIVERY ADDRESS:

- a) Must indicate delivery to the Global Skills Village.
- b) **GSV ADDRESS:**

**Global Skills Village
c/o Stampede Park Agriculture Building
1800 Stampede Trail S.E.
Calgary, Alberta, Canada
T2G 2W1**

- c) Deliveries of packages will be accepted for GSV beginning on August 26th, 08:00 – 16:00 daily.
- d) All non-courier delivery direct to the GSV site must be scheduled with WSC Logistics Scheduling Office 1-403-774-5128.

3) OVERSIZED SHIPMENTS:

- a) Any deliveries of oversized shipments and packages requiring mechanical handling and unloading **MUST** be prearranged by calling the WSC Logistics office to make a delivery appointment.
- b) Scheduling deliveries 48hrs in advance is highly recommended.

4) MOVEOUT and TEARDOWN:

Saturday Sept 5th (16:30 – 20:00) & Sunday, September 6th (08:00 – 20:00)

- a) All requests for mechanical handling must be made in advance to ensure equipment is available to assist.
- b) Scheduled vehicle loading must be prearranged no later than 16:00 on September 5th.



- c) Call in advance to WSC Logistics Scheduling Office 1-403-774-5128.

5) COURIER & SHIPMENTS from Stampede Park

Courier's services will be limited on the Sunday September 6th and as such it is highly recommended that any pickups be made in advance to move product off of Stampede Park no latter then this day.

Note: Monday September 7th is a National Holiday and it is anticipated there will be limited service provided by courier companies.

- a) Pickups of oversized shipments must be prearranged through your carrier. Pre arrange with WSC Logistics Scheduling Office a time for access to the site @ 1-403-774-5128
- b) Please note that any items left behind on site after 20:00 on Sunday September 6th will be subject to collection by GES. Charges for handling, storage, or disposal will be subject to the GES cost schedule.

6) INTERNATIONAL ATTENDEES:

It is the attendee's responsibility to ensure adherence to Canada Customs regulations. Canada Customs requirements must be considered when bringing goods into Canada. It is highly recommended that exhibitors consult Canadian Boarders Services Agency regulations regarding any products being brought into Canada.

- a) **Recognition of WorldSkills Calgary 2009** – a letter is available from Canada Border Services Agency (CBSA) (Customs), International Events and Conventions Services Program. WSC2009 has received a letter from the CBSA that recognizes the Event and outlines the various requirements regarding shipping goods as well as the people attending WorldSkills Calgary 2009.
(See Link: <http://worldskills.rf.mediadog.net/files/Worldskills-Calgary-2009-Sept-1-7-09.pdf>.)
- b) **Inventory Control Sheet:** Is an outline for a letter that we recommended attendees complete prior to departing your country when carrying any goods with you. You will need to create your own document on your own letterhead for presentation to Canada Customs. **(See included: Inventory Control Sheet).**
- c) **Wood Material:** Per CFIA; "Entry Requirements for Wood Packaging Materials Produced in All Areas Other Than the Continental United States". This Link provides the directive of the Canadian requirements.
(See Link: <http://worldskills.rf.mediadog.net/files/CFIA-Wood-Containers-d-98-08e.pdf>)