

WorldSkills Calgary 2009

SHIPPING GUIDE

Official Freight Forwarder & Custom Broker

North American Logistics Services Inc.
Suite 984, 105 – 150 Crowfoot Crescent NW
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This document outlines important information including shipping deadlines, toolbox shipping and general documentation requirements for handling, importing and exporting your shipments into and out of Canada.

North American Logistics Services Inc. (NALSI) has been appointed by WorldSkills Calgary 2009 (WSC2009) as the official freight forwarder, ground transportation provider and import customs broker for International, United States and Canadian shipments destined to and from the WSC2009 competition venue. NALSI is responsible to ensure all goods shipped are delivered to the competition venue at Stampede Park.

The contact information for NALSI is:

North American Logistics Services Inc.
Suite 984, 105 – 150 Crowfoot Crescent NW
Calgary, Alberta T3G 3T2

To reach them by email:

dcourcy@nalsi.com or
dancourcy@platinum.ca

To talk to them by phone:

Telephone: 00-1-403-851-1152
Fax: 00-1-403-851-1156

Toll free from Canada or US: 1 -877-720-2331

Note: WSC2009 has responsibility to provide and pay for all Stampede Park on-site logistic services necessary to setup, move your goods to the appropriate venue and tear down the competition sites. We will be using GES Exposition Services to do that work on our behalf.

Shipping Information

Why should I use North American Logistics Services Inc. as my logistics provider for shipments to WorldSkills Calgary 2009?

North American Logistics wants to be your designated logistics provider and shipping partner. In order to win your business they have committed to provide the following:

- Quotes to the Member, on request, in advance of shipping that includes an all in price for all activities required to move the goods to the venue site and return
- Very competitive and preferred customer rate quotes (ocean &/or air)
- Working with a representative local to you who deals directly with you on NALSI's behalf who is very knowledgeable in documentation, shipping and customs requirements
- Full explanations of the quote they provide that outlines all the inclusions to ensure there is no misunderstanding about the rate quote and/or services included
- On-going pre-event communication to the Members respecting shipping to the event
- Single source bills vs. multiple bills to extent possible
- Proactive and on-going tracking, tracing and current location reporting of shipments
- NALSI will work with Members or their Freight Forwarders, as directed

Using NALSI mitigates any risk you have in respect to who is responsible for your goods; minimizes the possibility of your shipments going astray; ensures you are using the company recognized by Canadian Customs and within the Canadian shipping community as the designated service provider to this International Event, and provides you ease of management of this facet of your country's participation at the event.

Also, it is quite likely that if you use another provider that upon the arrival of your shipment into Canada that your shipment will be turned over to NALSI as a professional courtesy and for ease of delivery to this special event as they are posted as the recognized service provider.

NALSI will have assigned representatives on-site at Stampede Park for your needs. These representatives will be available every day to assist you or to deal with any requirements. As well, they will work with you for any return of materials arrangements that are required.

Competitor Toolbox Information

What options does the Member have in respect to shipping the competitor toolboxes?

WorldSkills Calgary 2009 recognizes that member organizations have a choice in both which company provides their logistic services, and how they will send their toolboxes to Calgary and the venue grounds and to arrange the return transportation. Those options are outlined below. While it is recognized that you will chose the option that best takes care of your needs and requirements we do recommend you using NALSI as outlined in option number one.

Option 1: (Recommended)

Member to use NALSI services to ship the toolboxes from Member country to Stampede Park and return. This option ensures single source billing and all shipment benefits.

Option 2:

Member will use own service provider to ship toolboxes to Canada. NALSI picks up the responsibility to clear the toolboxes from Canada Customs and delivery to Stampede Park. (Reverse order on return). Member may receive multiple invoices but receives the benefits NALSI has committed to provide to WSC2009 shipments.

Option 3:

Member will use own service provider to ship toolboxes to Canada. That service provider is responsible for clearing the toolboxes at Customs and to deliver the toolboxes to NALSI warehouse in Calgary. NALSI then has responsibility for delivery from their warehouse in Calgary to Stampede Park. (Reverse order on return) Member may receive multiple invoices and no responsibility by either NALSI or WSC2009 to ensure your goods are delivered to NALSI Calgary warehouse by the required date.

Will the rate quotes be priced competitively to my other options?

WorldSkills Calgary 2009 has worked with NALSI to ensure all Members are individually able to request quotes from them in advance for any items they are shipping. NALSI has committed to WSC2009 to provide very competitive rate quotes and recognizes people have choices and will shop around. In order to win your business they will be very cost conscious and diligent in their quotes.

Given current world economic environment shipping rates have become very competitive which should be of benefit to our Members.

Why will the rates quoted be different for shipment to the competition venue vs. when the shipment returns to the Member country?

Shipping rates are not the same in both directions. Shipping rates are a function of supply and demand in the direction they are going, rates will vary by direction, choice of shipping method, time of year shipped, custom processing required, paperwork required and extra surcharges that vary as well.

What are the shipping steps?

The following list outlines the steps that should occur if the Member chooses recommended option #1 to ship toolboxes to WorldSkills Calgary 2009:

- Contact NALSI and request rate providing NALSI with as much detail about shipment weights and sizes as possible
- Answer any Member questions and clarify processes outlined in this document
- Receive quote and decide to use NALSI (or decide to use alternate supplier)
- NALSI contacts local agent to work with Member
- Local supplier picks up toolboxes
- Delivers toolboxes to designated consolidator who sends to Canada via sea or air
- Container shipped to Canada
- Proper paper work sent by NALSI to Canadian Customs (CBSA)
- Container arrives
- Toolboxes clear customs and fees paid
- Breaks bulk and package delivered to NALSI or full container sent direct to Calgary
- NALSI reports to Member on progress and location of the shipment
- For some shipments – toolboxes will be held in a warehouse in Montreal or Toronto or Vancouver
- Ground transportation to Calgary
- Arrives Calgary and delivered to designated warehouse
- Delivered to Stampede Park
- NALSI confirms delivery of the goods to the Member at Stampede Park prior to Toolbox inspection day at Stampede Park
- WSC2009 has responsibility to handle all toolboxes at Stampede Park at WSC2009 cost
- Toolboxes will be gathered up after the event and handed over to NALSI for return
- NALSI prepares the necessary paperwork and shipping documents and contacts original local agent

- Return shipping process begins (reverse of the above stated steps excluding storage in Canada)
- Tracking and tracing provided throughout the entire process

If you chose to use option #2 or #3, similar steps would occur but with different vendors. Additionally, there may also be some different vendor specific process changes.

What will be the normal invoicing process for Toolbox shipping Members?

NALSI agents will pick up the goods from the Members designated location, prepare the correct paperwork and ship to Calgary where the goods will be stored till the competition. After WSC2009, NALSI will arrange to ship the toolboxes back to the respective Member. NALSI's local agents will ensure that the NALSI agents in the respective countries collect all the charges from each of the Members. Once the charges have been invoiced in full those agents will ensure that the charges are paid and the payment is sent to NALSI Canada prior to the goods returning to the originating country.

Shipping Requirements and Important Date Information

A. Arrival Deadlines

Air Freight:

Calgary International Airport (YYC) - August 8, 2009

Sea Freight:

LCL(Less than container load) - Vancouver - August 1, 2009

FCL (Full container load) - Vancouver - August 1, 2009

LCL: Montreal – August 1, 2009

FCL: Montreal - August 1, 2009

These arrival deadlines must be observed. Customs clearance and delivery to each venue from proper port/airport mentioned above require time to complete various procedures. Please advise if your cargo is not able to meet the above deadlines when you receive confirmation from your forwarder. For goods that arrive after the set deadline, NALSI will impose a late arrival surcharge and will not be responsible if clearance is not granted in time for the Competition.

B. Consignment details

Both air and sea freight must be consigned “FREIGHT PREPAID” as follows:

1. Consignee

North American Logistics Services Inc
Attn: Fairs Exhibition dept.
5959 – 90th Avenue S.E.
Calgary, Alberta T2C 4Z6

Tel: 1- 403-851-1152 / Fax: 1- 403-851-1156
Toll Free: 1- 877-720-2331 (Canada/US only)

2. Notify party

Name of customer
c/o WorldSkills Calgary 2009
Booth number / Skill Number _____
Stampede Park
Calgary, Alberta, Canada

Please always issue house air waybills for air shipments even if only one shipper and declare as consolidation as per attached manifest on master air waybill to ensure prompt clearance upon cargo arrival.

C. Documentation

Please adhere to the following documentation requirements to ensure that your cargo does not encounter any problems on arrival.

1. Shipments arriving by sea freight:

- Invoice and packing list in 3 copies.
- Way Bill or Express Bill of Lading (original will be required)
- ATA-Carnet with "Power of attorney".
- ATA Carnet the column B must read represented by NALSI

The above-specified documents must be received 7 days prior to vessel's arrival.

2. Shipments arriving by airfreight:

- Invoice and packing list in 3 copies.
- ATA-Carnet with "Power of Attorney".
- ATA Carnet the column B must read represented by NALSI

3. Invoices and Packing lists must include the following information.

- The precise description of the goods in English including model name and serial number where applicable.
- List the quantity of each item in the appropriate column.
- List the weight (kg), dimensions (cm), and contents of each package
- Please indicate the country of origin of all goods

Invoice must reflect fair prices otherwise problems may occur during customs clearance if customs judge the declared value to be unreasonably low.

D. Advance Notice / Document deadlines

Sea Freight

Ocean shipments: Documents must be received 7 days prior to the vessel's arrival.

1. Name of vessel.
2. Time of departure from loading port.
3. Estimated time of arrival at Vancouver or Montreal port.
4. Bill of lading number.
5. Total number of packages and dimensions of each package.
6. Contact person, number & address of the venue, stadium, hotel or any other places.

Air Freight

Air shipments: Prior to the aircraft's arrival, the pre-advice must be faxed to: NALSI along with copies of MAWB/HAWB, ATA Carnet and the Power of Attorney or invoice/packing list and below information.

1. Master air waybill number.
2. House air waybill number.
3. Flight details
4. Total number of packages and dimensions of each package.
5. Contact person, number & address of the venue, stadium, hotel or any other places.

E. Proper Packaging & Shipment Identification

All the shipment must be packed securely in the crates, containers, etc.

Sensitive Cargo requires special packing.

Consider individual wrapping of the items that are subject to possible damage.

Reusable crates are essential if the goods will be re-exported at the close of the Competition.

Please make sure to fumigate all wood or wood product packaging and wood packing material such as crates, pallets, sawdust, dunnage, and blocking material used to ship your goods. This applies to all shipments into Canada. This requirement does not apply to manufactured wood such as plywood, particle board and oriented strand board (OSB). If untreated wood is identified by Canada Customs the shipment will be ordered to be removed from Canada. Additional information on this requirement is available at: <http://www.inspection.gc.ca/english/plaveg/protect/dir/d-98-08e.shtml#12>

For quick identification and safe handling of cargo, all cases, crates, or cartons must be clearly marked on two sides as shown below:

WorldSkills Calgary 2009

Client's Name

Skill No:

Case No....1 of

Country of origin

Gross Weight / Net Weight (kg)

Dimensions: Length X Width X Height (cm)

Recommend that you also place identification and the skill number of all packages within the outer packaging.

F. Insurance

It is strongly recommended that each customer secure insurance coverage for their goods throughout the entire shipping process. Insurance should begin at the point of departure, during the Competition, until return to the ultimate consignee.

Insurance is also available through NALSI.

G. Custom regulation

Restricted items

NALSI will not accept any shipments including food, beverage, including alcohol, animals/fish/plant, dangerous goods, valuables, chemicals, medicine, medical equipment and appliances, etc... except with our acceptance in advance. Many goods require proper certificates or import licenses.

Please contact NALSI for additional instructions if you intend to include any of the above-mentioned items in your consignment.

H. Help

If you have any questions that are not answered herein, or have or require special arrangements where you need assistance, or if you require further information, please contact us at your convenience:

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Calgary, Alberta T3G 3T2
Phone: 00-1-403-851-1152
Fax: 00-1-403-851-1156
Toll Free: 1- 877-720-2331

E-mail: dancourcy@platinum.ca or dcourcy@nalsi.com

Or

Neil Zinger
Transportation Manager
WorldSkills Calgary 2009
Calgary AB, Canada

Phone: 00-1-403-774-5020
Fax: 00-1-403-210-5956
Email: neil.zinger@worldskills2009.com