



We are looking forward to your upcoming group. It is important that the necessary planning occur when shipping meeting materials (which include amenities, "give-a-ways", awards, audio visual, special computer equipment, and other miscellaneous items).

Over the years the Marriott CasaMagna Cancun Resort and now JW Marriott Cancun Resort and Spa have had outstanding results with Global Caribbean, Inc. 3910 Pembroke Road Hollywood, FL 33021, Tel: 954-894-4500, Fax: 954-894-9190, Email: <mailto:Suzanne@globalcaribbean.com> We have had countless groups, both here and at other convention hotels in Cancun, use their services. GLOBAL CARIBBEAN is a freight forwarder that assists with the shipping, importation, customs clearance, receiving and delivery of your goods directly to our Hotel.

There are other methods by which materials can be shipped, although the problems have definitely seemed to outweigh the successes. Many "overnight" service companies are required to clear their shipments in Mexico City before forwarding to Cancun. If you choose an overnight method, be aware that it may require the service of a customs broker in Cancun or Mexico City, (depending on port of entry), to clear the shipment.

In addition, shipments SHOULD NOT be addressed to me as this could impose additional problems.

While we are fully dedicated to the execution of a successful program, we are not "experts" in importation. It is important that you realize that the Hotel, including myself, are not able to assist with customs clearance and should any procedures become necessary, those arrangements would best be handled by a professional customs broker here in Cancun.

We appreciate your attention in this matter. So that we can be sure that we have reviewed this very important part of your program, please sign and return this letter by fax.

Thank you for your attention,