

CEESA Conference March 15-17, 2012 WARSAW, Poland

As a service to our supporting members, **International Schools Services, Inc. (ISS)** has been contracted to consolidate and ship all CEESA conference materials being sent from the USA.

It is the responsibility of exhibitors who wish to use this service to comply with the following instructions. Failure to do so will result in materials not being shipped and/or extra charges.

ALL MATERIALS SHOULD BE ADDRESSED AS FOLLOWS:

CEESA 2012 / Warsaw, Poland
International Schools Services, Inc.
South Brunswick Industrial Park
114 Melrich Road, Suite K
Cranbury, NJ 08512

1. All materials must be sent pre-paid to the above address. WE ENCOURAGE YOU TO SHIP EARLY. All items must be in the ISS warehouse by **December 6, 2011** to guarantee inclusion in the sea shipment.
2. Your company name must appear clearly on the outside of each package.
3. A packing list/commercial invoice stating materials are "**EDUCATIONAL SAMPLES**" must be attached to the outside of each box.
4. A copy of the packing list/commercial invoice clearly stating the number of boxes being shipped and the weight of each box **MUST BE MAILED OR FAXED SEPARATELY TO:**

Sylvia S. Butler
Sr. Educational Account Representative
International Schools Services, Inc.
PO Box 5910
Princeton, NJ 08543-5910

PHONE: (609) 452-0990 EXT. 331 FAX: (609) 452-2690

5. All cartons must have accurate weights listed on the outside of each carton, preferably on the label, when shipped to ISS. Failure to list accurate weights may result in higher shipment charges.

If a packing list/commercial invoice is not received at the above address **December 6, 2011** ISS will furnish a commercial invoice at a charge of \$25.00 per invoice to each applicable vendor. Neither ISS nor CEESA takes responsibility for failure of the Post Office or UPS to deliver goods on time. Should any materials need to be returned to vendors or discarded because they were not received on time to be included in the last shipment, there will be an additional handling charge of \$25.00.

CEESA will furnish a billing statement after having received the details from ISS. The billing statement is based on the volume of each exhibitor's shipment and invoice preparation costs.