

HAND-INSERT SHIPPING INSTRUCTIONS

2015.16 Concert Season

The Royal Conservatory

Advanced winter weaponry
The proliferation of snowfall gadgets - from launchers to blasters to snowbores - has altered the seasonal snow-fact landscape.

THE GLOBE AND MAIL

Canada's National Newspaper • TVY 5000 • December 17, 2015 • globeandmail.com

Fed rate hike first since economic crisis

With 0.25-per-cent increase signals confidence in emerging U.S. economy that could translate into a boost for Canadian exports

MEANWHILE The U.S. Federal Reserve on Wednesday raised its benchmark rate for the first time since 2007, a move that will increase the cost of borrowing for consumers and businesses alike. The move is seen as a sign of confidence in the U.S. economy, which has shown signs of recovery since the end of the recession. The Fed's decision is expected to lead to a stronger Canadian dollar and higher interest rates for Canadian borrowers.



GOING COASTAL

After trawling waters during the Harper era, Canada's marine conservation effort is drifting into high gear. The new Liberal government has confirmed that it will set aside 85 per cent of the country's marine waters for protection by 2020 to meet commitments under the UN Convention on Biodiversity.

ENERGY Quake confirmed as largest caused by fracking in B.C. **SPACE** Canadian laser begins trek to scope and scoop asteroid

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CNE GUIDEBOOK 2015

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SHIPPING INSTRUCTIONS - HAND INSERTS/SPECIAL PRODUCTS

PLEASE NOTE:

THE INSERT MATERIAL DEADLINE IS FIVE BUSINESS DAYS PRIOR TO THE RUN DATE. SHIPMENTS ARRIVING MORE THAN SEVEN BUSINESS DAYS PRIOR TO INSERTION WILL BE REFUSED.

The client should supply the recommended press run amount (plus spoilage) to ensure that all copies of the newspaper are inserted. Please note that our press run numbers can fluctuate on a daily basis due to market activity. The airline copies are not inserted in the Toronto market and these amounts are not included in the press run figures. Contact your sales representative for the latest press run figures.

All quotations exclude freight to The Globe and Mail plants. The client and/or agency will arrange for delivery and prepay all delivery expenses (including any customs brokerage fees).

All insert material must arrive at our printing plants during normal receiving hours no later than three business days prior to the insertion date. No deliveries will be accepted on Saturday, Sunday or statutory holidays.

Insert shipments do not require prior appointments for delivery except for the Vancouver Plant. Please call 604-527-9230 to make an appointment. You must provide the client name, insert title and run date. The shipment must be properly labelled and must arrive at our plants in good condition; otherwise the shipment will not be unloaded.

Any insert that is received less than three business days prior to the insertion date or is improperly labelled or is received in a damaged condition will be cancelled and/or rescheduled. Any expenses incurred by The Globe and Mail will be charged to the client.

Any insert material remaining after the print run will be recycled immediately after the completion of insertion unless written arrangements are made at least five business days prior to the insertion date with The Globe and Mail. Pick-up must be completed within two business days of the insertion date.

Any cancelled inserts not removed from the plants by the client within three days of cancellation will be recycled unless prior written arrangements for re-scheduling or removal by the client are made. Late cancellation charges up to 50% of the original order will apply to all inserts cancelled less than five days prior to insertion.

SPOILAGE

Please supply an additional 2% for spoilage.

SHIPMENT LABELS

All inserts must be labelled with the following information:

- The Globe and Mail
- Client name and Insert title
- Date of insertion
- Total number of inserts shipped
- Total number of copies per bundle
- Number of inserts on each pallet
- Total number of pallets shipped
- Name, address and phone number of printer/shipper
- Name and phone number of client's customs broker (for cross-border shipments)

Note: All cross-border shipments should also include a description of goods (printed matter) and the value of the material on the waybill for quicker customs clearance. The client should notify their customs broker prior to shipment.

Please contact Michael Anderson at 416-585-5455, mwanderson@globeandmail.com or Linda Hoefler at 416-585-5856, lhoefler@globeandmail.com regarding all production inquiries, cancellations or delivery delays www.globelink.ca/newspaper/inserts.

PLANT ADDRESSES AND RECEIVING HOURS

Toronto Plant

The Globe and Mail
c/o TC Transcontinental Vaughan
100B Royal Group Crescent
North Doors A & B
Vaughan, Ontario L4H 1X9
7 AM - 4 PM Monday - Friday

Estevan Plant

The Globe and Mail
c/o Estevan Web
1 Breeze Street, Hwy 39 West
South East Bay Door
Estevan, Saskatchewan S4A 2L7
8 AM - 6 PM Monday - Friday

Montreal Plant

The Globe and Mail
c/o TC Transcontinental Transmag
10807 Rue Mirabeau
Anjou, Quebec H1J 1T7
7 AM - 5 PM Monday - Friday

Calgary Plant

The Globe and Mail
c/o TC Transcontinental Calgary
5516 Fifth Street SE
Calgary, Alberta T2H 1L3
8 AM - 4:30 PM Monday - Friday

Halifax Plant

TC Halifax Printing
Attn: Shipping
11 Ragged Lake Blvd
Halifax, NS B3S 1R3
8:00 AM - 4:00 PM Monday - Thursday
8:00 AM - 12:00 PM Friday

Vancouver Plant

The Globe and Mail
c/o TC Transcontinental Vancouver
725 Hampstead Close
Annacis Island
Delta, B.C. V3M 6R6
7 AM - 5 PM Monday - Friday
604-527-9243*

*Delivery appointment required



SHIPPING INSTRUCTIONS – HAND INSERTS/SPECIAL PRODUCTS

BUNDLING CHART

HAND-INSERTS (2 - 24 pages) - cross-tied in bundles of 50

HAND-INSERTS (over 24 pages) - cross-tied in bundles of 20

OUTSERTS - supplied cross-tied in bundles of 50

POST-IT NOTES - supplied in pads of 50

SLEEVES - banded in bundles of 100

TAGS - banded in bundles of 50

Note: Maximum bundle weight: 25 lbs.

- Corner boards should be used to prevent damage to the outside edges of the loaded skid. Life containers are acceptable.
- All inserts must be stacked on pallets in consistent lifts, be well-jogged, and all pallets should be securely banded and plastic stretch-wrapped or shrink-wrapped.
- Stacked inserts should cover pallet and never protrude beyond the edge of the pallet.
- Product must be stacked on solid base, **48"x40" (industry standard)** non-returnable, four-way entry pallets in good condition. Two-way pallets may be used as needed to accommodate automated compression banding and wrapping equipment.
- A substantial protective cover should be placed on the pallet before stacking and another cover placed before topping.
- Cardboard sheets or binder sheets, not waxed or coated, should be placed between layers.
- Folded edges should be turned towards the inside of the load whenever possible.
- Pallet tops must be wood or a sturdy equivalent the same size as the pallet base.
- Banding should be tight without pulling down and bending the top turn or pulling loose the pallet flooring. A minimum of four bands to be on each load.
- Clearance from floor to bottom of pallet base is a minimum of 4 1/2" to maximum of 8".
- Maximum allowable loaded pallet height is 4' measured from floor to pallet top.
- Maximum acceptable weight per loaded pallet is 2,500 pounds.
- Shipment labels and a sample of the insert must be displayed on two adjacent sides of each pallet.
- Pallets must be loaded on the truck so that the pallet tag faces the fork lift operator. Pallets must be loaded on trucks for ease of unloading. Do not "double deck".

Please contact Michael Anderson at 416-585-5455, mwanderson@globeandmail.com or Linda Hoefler at 416-585-5856, lhoefler@globeandmail.com regarding all production inquiries, cancellations or delivery delays www.globelink.ca/newspaper/inserts.