

SHIPPING INSTRUCTIONS

MECHANICAL INSERTS

FRIDAY AND SATURDAYS ONLY



Statscan to look to web for cannabis pricing

Experiment with crowdfunding aimed at helping Ottawa to understand black market cannabis on Canada's street corners, which will set Ottawa in a bidding war for the pot, says a Statscan analyst. The analyst says that the black market is a complex of products and services. The federal agency says it will place much more emphasis on the web to help consumers find products. The analyst says that the web is a competitive market of products.

RACING TO CHRISTMAS

People dressed as Santa Claus row during the annual Father Christmas Regatta on the Grand Canal in Venice on Sunday. This is the seventh year for the competition, which is organized by the University of Florida.



White House assails Mueller, but won't be fired, Trump says

Special counsel accused of improperly covering thousands of emails from before start of administration.

Sherman's death from neck compression, police say

Police say a Toronto police officer died from neck compression while working on a case. The officer was found dead in his car. Police say he was working on a case involving a woman who had been killed. The officer was found with a neck injury. Police say he was working on a case involving a woman who had been killed.



Quebec staffers move to Ottawa in search of better job - and a couch

Several staffers from the Quebec government have moved to Ottawa in search of better job opportunities. They say they are looking for a better work-life balance and a better couch. The staffers are looking for a better work-life balance and a better couch.

JOURNALS	ACTION	ACTION
THE GLOBE AND MAIL	ADD	ADD
THE NATIONAL POST	ADD	ADD
THE STAR	ADD	ADD
THE TORONTO STAR	ADD	ADD
THE WASHINGTON POST	ADD	ADD
THE WALL STREET JOURNAL	ADD	ADD
THE NEW YORK TIMES	ADD	ADD
THE FINANCIAL TIMES	ADD	ADD
THE ECONOMIST	ADD	ADD
THE IRISH TIMES	ADD	ADD
THE AUSTRALIAN	ADD	ADD
THE HONG KONG TIMES	ADD	ADD
THE SINGAPORE FREE PRESS	ADD	ADD
THE SINGAPORE FREE PRESS	ADD	ADD
THE SINGAPORE FREE PRESS	ADD	ADD

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SHIPPING INSTRUCTIONS – MECHANICAL INSERTS

PLEASE NOTE:

THE INSERT MATERIAL DEADLINE IS THURSDAY ONE WEEK PRIOR TO THE RUN DATE. SHIPMENTS ARRIVING MORE THAN TWO WEEKS 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 Thursday one week 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 604-527-9243 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 later than Thursday one week 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 1.5% for spoilage.

MULTIPLE VERSIONS

Maximum of one version per zone. Inserts must be identical in size, number of pages and paper stock. Only content may vary. Product must be separated and clearly labelled prior to delivery to our plants.

MIXED SPLIT-RUN INSERTS (A-B SPLITS)

Mixed split-run inserts (A-B splits) must arrive pre-mixed and with the correct distribution indicated on the shipment label. Inserts must be identical in size, number of pages and paper stock. Only content may vary.

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
- 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

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 – MECHANICAL INSERTS

- All inserts scheduled for mechanical insertion should be supplied bulk on skids and must not be cross-tied. Skids should be loaded (when possible) in equal quantities per skid.
- Two to 36 page inserts printed on glossy or uncoated stock should be stacked in bundles of 4" to 8" in height. Elastic banding and boxes allowed as needed.
- inserts over 36 pages printed on glossy or uncoated stock should be stacked in bundles of 6" to 8" in height. Elastic banding and boxes allowed as needed. No compensation - all spines must be stacked in the same direction.
- Quarterfolded inserts printed on uncoated/newsprint stocks should be stacked in bundles of 4" to 8" high. Single plastic strapping or elastic banding is required on each bundle.
- Unstable inserts over 24 pages Digest sized (or smaller) printed on glossy stock should be supplied stacked in boxes. No plastic strapping allowed on products supplied in boxes. Elastic banding allowed as needed.
- All supplements must be brick stacked with interlocking layers.
- 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.

- Folded edges should be turned towards the inside of the load whenever possible.
- 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.
- 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".

Correctly loaded skids



Incorrectly loaded skids. Additional costs will apply and damaged copies will not be inserted.

