

by making a deposit with Carnet Canada, for example, in order to obtain an A.T.A. Carnet.

Painted onto the outside of the container you should have the name of your company and the container's number — labels can peel off. Add "This Side Up", "Fragile" or any other designation which will give your equipment a better chance of arriving undamaged. Attach a label for each shipment showing the next destination and take off any old destination labels. This is particularly important when your material is passing through busy international airports.

As most countries now use the metric system, it is advisable to have all your measurements in centimetres and kilograms. The cubic volume measurement will be of interest to your transporters as it will indicate how much space must be reserved for each shipment. It will also be valuable to the person responsible for booking the size of truck needed to transport your material from its point of arrival to the theatre.

The language of the list requires common sense. If you are going to use an A.T.A. Carnet, you have the choice of using either English or French as both are official languages of that document. If you are going to France, your list should be in French, or at least you should have a translation available. If you are going to the United States, your list has to be in English, otherwise you will be asked to sit down and write out a translation before any clearance can take place.

You should have a draft of your customs list at least three months prior to the tour. Send a copy to your presenter. He will probably have contacts with customs officials of his country, or his broker will. (If you have followed the recommendations in the document, you will have specifically requested your presenter's assistance with the customs clearance into, and out of, his country.) In the event that translation of your list into a language other than French or English is required, your presenter should be requested to do this for you.

As soon as you have a draft of your list you should discuss the shipment of your material with your cargo agent or airline representative. Based on the weight and the cubic volume, you should start reserving the space you need.

Be aware that airlines do not charge for cargo by weight alone. IATA has established that one kilogram of cargo should take up a certain amount of space. If, as is often the case with theatrical effects, your cargo takes up more space than it is supposed to for its weight, you will be charged on a rather complicated weight times volume factor. Canadian airlines have been known to forgo volume (but not weight) charges to Canadian performing arts groups as a "contribution" to the tour. Foreign airlines rarely make such concessions.

Do not attempt to guess the weight of your material. Under-estimation could have a considerable impact on your budget. If you do not have a set of scales large enough for this purpose, it really is worth the time, effort and money to take your cargo to somewhere like an airport or freight terminal to get it weighed.

The dimensions of your cargo will assist your agent or airline to determine if any or your boxes will be too large to go through the cargo doors of any of the aircraft scheduled to carry your freight. Remember that not only do aircraft like the Boeing 737 and the McDonnell-Douglas DC-9 have very limited amounts of cargo space available, they also have small cargo doors.

If you know when the tour is planned that you will be travelling by air with some particularly large pieces, it would be prudent to find out immediately what aircraft are regularly scheduled on the routes you plan to take and what are the maximum sizes of the crates that will go through the cargo doors. If you do this well in advance of your tour, you will have the time to decide how best to solve a problem with any oversized piece. Your options will include having the piece adjusted so that it can be put in a box that will fit on all the aircraft to be