



JUNE 19–23, 2018
 HILTON LOS CABOS BEACH & GOLF RESORT
 SAN JOSE DEL CABO, MEXICO

Know Before You Go... Convention Prep Checklist

60 Days Before Convention (April 19)

- Make Sure Everyone's Passport Is Current (ALL children regardless of age are required to have a passport to re-enter the U.S. from Mexico.)
- Book Your Hotel
Hilton Los Cabos Beach & Golf Resort Reservations (BEMA)
Phone (dialing from US) 011 52 624-145-6598 – Mariana Gonzalez or Damariz Ruizsouza
www.hiltonloscabos.com
- Complete Convention Registration at <https://www.bema.org/convention-2018/>
- Review/Download [Convention Agenda](#) and [Checklists](#)
- Review/Reserve Activities Available through CABO Adventures (First come, first served.)
<https://www.cabo-adventures.com/en/>
- Review/Download [FAQ About The Convention](#)
- Review/Download [Bring This, Not That...Convention Checklist](#)
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30 Days Before Convention (May 19)

- Register for Activities through [CABO Adventures](#)
- Register for [Small Group Baker Dinners](#) (Registration opens May 8–May 11)
- Register for [BEMA Connect](#) (Registration opens May 8–May 11)
- Create Your Itinerary
- Sign Up for [BEMA Gives Back - Service Event](#)
- Pre-Arrange Your Transportation From Airport To Hotel (Taxi service, Hilton shuttle, rental car, etc.)
- Visit Los Cabos Official Website at <http://visitloscabos.travel/>
- Review Trip Advisor at https://www.tripadvisor.com/Tourism-g150773-Los_Cabos_Baja_California-Vacations.html
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Three Weeks Before Convention (May 29)

- Review Your [Bring This, Not That...Convention Checklist](#)
- Purchase Your [BEMA Gives Back - Service Event](#) Donations
- Confirm Your Travel/Transportation Plans
- Make Copies of Your Travel Documents (i.e. passports, visas, insurance cards, etc.)
- Add an International Calling Plan to Your Cell Phone
- Create an Emergency Contact Sheet

Hotel Information: **Hilton Los Cabos Beach & Golf Resort**
San Jose Del Cabo, Mexico
Hotel Phone (dialing from US): 011 52 624-145-6500

BEMA Staff Contact: **Jennifer Prusa, Director of Meetings**
Cell Phone: 816.916.9252

- Consider Purchasing Travel Insurance
- Add Meetings/Activities from the [Convention Agenda](#) to Outlook/Google Calendar

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Two Weeks Before Convention (June 5)

- Review Current Travel Information to Mexico at <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages/Mexico.html>
- Start Pre-Packing for Convention using [Bring This, Not That...Convention Checklist](#)
- PREVENT DELAYS: Know exactly where you are staying. You will need to have the full name and location of the hotel. Have it memorized, written down in your paper documents, or entered in your cell phone:

Hilton Los Cabos Beach & Golf Resort
San Jose Del Cabo, Mexico

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Know Before You Go...Convention Prep Checklist

One Week Before Convention (June 12)

- Review Your [Know Before You Go...Convention Prep Checklist](#)
- Download [BEMA Convention App](#) (Make sure you have the current version on your cell phone.)
- Review [Be Smart. Be Safe. Travel Tips](#)
- Review [Getting There. Getting Around. Travel Tips](#) (Regarding navigating through immigration, customs, and the fake “timeshare plaza.”)
- Review [Hotel Curfew Recommendations](#)
- Write Down/Enter in Your Cell Phone the **U.S. Consulate Office—Los Cabos** Contact Information

Phone: (52) (624) 143-3566

Email: conAgencyLosCabos@state.gov

Day of Travel and When You Arrive in Mexico

- While on the plane, complete the provided IMMIGRATION FORM for each person in your party.
- IMMIGRATION: If travelling in a group of four or more, find the EXPEDITED AUTOMATED KIOSK to speed up your exit.
- Make a bathroom stop before entering the IMMIGRATION PLAZA. (You could be in line from 10 minutes up to one hour.)
- AVOID TRAPS: When leaving the airport in Mexico, DO NOT STOP at the “timeshare plaza,” KEEP MOVING TO THE EXIT DOORS. Your driver will have a placard or sign with your party’s name on it.