


# Airport Shuttle Procedure

## World Department Store Summit 2026 IGDS

# Prior to Arrival

Establishing a seamless connection before you even board your flight

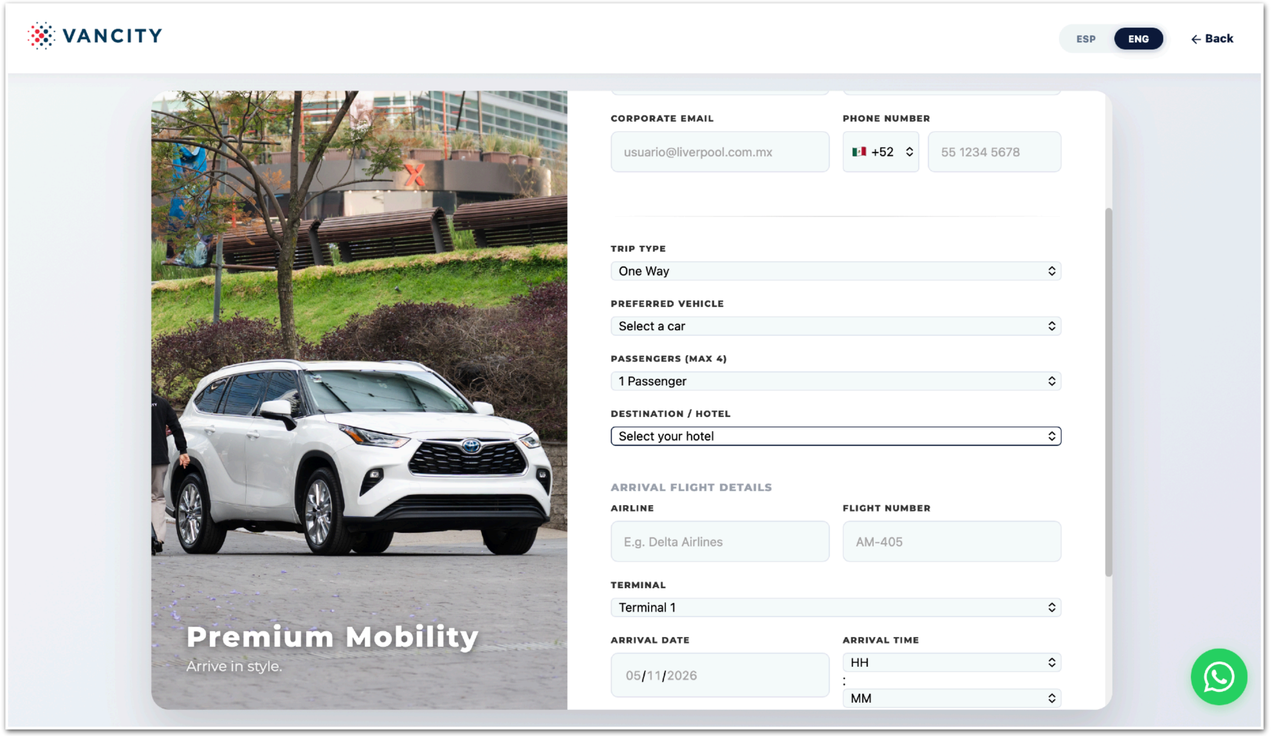
# PRE-ARRIVAL JOURNEY & NOTIFICATION

**Reservation**

- Complete booking and payment via https://igdsmxcity.vancity.mx/reserva providing all required travel details.

**Confirmation**

- Receive driver details (photo) and vehicle info (plates/color) 72 hours before arrival for round-trip or one-way.



# Arrival Day Protocol

Real-time coordination and personalized meet-and-greet services.

# PROACTIVE COMMUNICATION & ARRIVAL

**Flight Monitoring**

The assigned driver monitors flight status in real-time to adjust arrival at the terminal precisely when the guest lands.

**WhatsApp Alert**

Your chauffeur will send a direct message via WhatsApp upon arrival, specifying the exact waiting hall and meeting point.

**Visual Identification**

Chauffeurs wait outside arrivals holding a sign with the guest's name and the Vancity & IGDS corporate logos.



# MEET & GREET COORDINATION

- **Official Signage**: Clear identification with guest names and partner logos ensures zero confusion in busy halls.
- **Luggage Assistance**: Chauffeurs provide immediate support with luggage upon meeting.
- **Real-time Tracking**: Continuous monitoring via mobile devices for seamless handovers.



# SAFE TRANSIT TO YOUR HOTEL

**Once the guest and driver meet**

they will proceed directly to the parking exit for immediate vehicle boarding.

**Direct Transfer:**

Enjoy a smooth, non-stop journey from the airport terminal to your hotel entrance.



**Our commitment is your comfort and safety from the moment you exit the arrivals hall until you check in at your hotel.**

# Farewell Mexico City

Coordinating your inbound service from hotel to airport

# HOTEL TO AIRPORT (INBOUND SERVICE)

- **Round-Trip Coordination**: For round-trip bookings, driver and vehicle assignments are confirmed within the initial notification email sent 72 hours prior to arrival.
- **Suggested Scheduling**: We provide a suggested hotel departure time to ensure you arrive at the airport with ample time for check-in and security.





# Contact

hola@vancity.mx
+52 (55) 7878 8549