

General Shipping Instruction

WISC – WAO International Scientific Conference 2014

December 06th to December 12th 2014

SulAmérica Convention Center – Rio de Janeiro, RJ, Brazil

DOCUMENTS REQUIRED

- | | |
|------------------------------------|---|
| 1 - Shipping documents (AWB – B/L) | 4 - Booth/space contract |
| 2 – Invoice | 5 – Hold Harmless Letter |
| 3 – Packing list | 6- Certificates of origin, health and analysis* |

*Required to goods controlled by Brazilian Health and Agriculture Ministries

1 - Shipping documents (AWB – B/L)

a) DEADLINES	
<ul style="list-style-type: none"> Air Freight shipments (Direct): Arrival at GIG, GRU, VCP, airport no later than: 15 days prior to delivery Air Freight shipments (Consolidation): Arrival at GIG, GRU, VCP, airport no later than: 15 days prior to delivery Air Freight Documents / Pre-alert: Pre-alert is required 48 hours prior to shipment departure. PLEASE DO NOT SHIP CARGO WITHOUT OUR PREVIOUS AUTHORIZATION!!! 	<ul style="list-style-type: none"> FCL Ocean Freight shipments: Arrival at Port of Santos or Port of Rio no later than: 20 days prior to delivery LCL Ocean Freight shipments: Arrival at Port of Santos or Port of Rio no later than: 20 days prior to delivery Ocean Freight documents / Pre-alert: Pre-alert is required 48 hours prior to shipment departure from port of origin and original documents must arrive 7 working days prior to vessel arrival.
b) CONSIGNING DETAILS	
AWB and B/L in case of direct shipments to GIG and Rio de Janeiro Port FULSTANDIG SHOWS E EVENTOS MC LTDA. Est. Dos Bandeirantes, 10.875 Galpão 3 – Depósitos 12 a 15 – Camorim, Rio de Janeiro – Brasil - CEP 22775-001 T/F: (5521) 3388-0764 CNPJ: 05.231.625/0002-69	AWB/ BL in case of shipments to GRU, VCP airports and Santos Port FULSTANDIG SHOWS E EVENTOS MC LTDA. Rua Eli, 164 – Vila Maria, São Paulo – Brasil CEP 02114-010 T: (5511) 2207-7650 F: (5511) 2207-7654 CNPJ: 05.231.625/0001-88
Ocean Freight consolidation OCEAN FREIGHT CONSOLIDATION SERVICES ARE NEITHER ACCEPTED NOR AVAILABLE AT THE MOMENT. PLEASE DO CONTACT OUR OFFICES FOR FURTHER INSTRUCTIONS	
c) FREIGHT CONDITIONS	
<ul style="list-style-type: none"> All freight coming down to Brazil for a trade show must be shipped on PRE-PAID basis and amount of freight clearly shown on the body of AWB/BL. Freight “AS AGREED” is not acceptable by Brazilian Customs Authorities. Returning freights, in case of temporary admission, must be re-exported on collect basis. 	

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 Rua Eli, 164 – Vila Maria
 CEP 02114-010
 Tel [55 11] 2207 7650
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Rio de Janeiro RJ Brasil
 Est. dos Bandeirantes, 10875
 Galpão 3 [boxes 12 a 15]
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D) IMPORTANT NOTES

- Permanent goods must be imported into Brazil separately from the temporary ones. Therefore please make sure to issue separate AWB/BL and invoices, per exhibitor, accordingly
- Import license might be applicable depending on the nature of goods. Therefore please make sure to fax us copy of invoice ahead of time so that we can advance import license formalities prior to shipment departure from origin
- **Food/ Beverage/Medical/ Dental goods** – most of them require import license. The process to obtain the license takes 30 days. And the cargo can only be shipped after the license is issued. The required documentation for the license process is composed by: - certificate of origin (consigned to Fulstandig); - certificate of free sales/ health; - invoice (consigned to Fulstandig); - packing list (consigned to Fulstandig). Depending on the harmonized code of the product other certificates can be required as well, so we require to inform the harmonized code as soon as possible.
- Invoice must be issued whether in English or in Portuguese
- 2 original sets of invoice must be submitted together with AWB/BL – Photocopies are NOT accepted even if it bears original signature
- It is very important that realistic values are declared. Brazilian authorities have the right to question the value declared on the invoice
- Customs authorities inspect every shipment according to each Invoice. In case of any discrepancies, the complete shipment is potentially subjected to delays, fines and/or seizure
- Please do not ship any cargo without our previous authorization

E) DECLARATIONS TO BE MENTIONED AWB/BL

Following declarations must be mentioned on AWB and BL (be sure to mention all harmonized codes on BL body):

“CARGO DESTINED TO **WISC – WAO INTERNATIONAL SCIENTIFIC CONFERENCE 2014** FROM **DECEMBER 6th** TO **DECEMBER 12th**, AT **SULAMÉRICA CONVENTION CENTER, IN RIO DE JANEIRO, RJ** RETURNING TO ORIGIN AFTER FAIR (*for temporary shipments only*) or TO BE CONSUMED DURING THE FAIR (*for permanent shipments only*)”

For the BL is mandatory to detail the packaging as following:

- In case it is pallets: Nr of pallets - description of the goods; weight in kg; the cbm; the harmonized code.

- In case it is plastic drums: Nr of plastic drums - description of the goods; weight in kg; the cbm; the harmonized code.

- In case it is wooden crate: Nr of wooden crate - description of the goods; weight in kg; the cbm; the harmonized code.

- In case it cardbox: Nr of cardbox boxes - description of the goods; weight in kg; the cbm; the harmonized code.

IMPORTANT NOTE: PLEASE MAKE SURE ALL SHIPMENTS (AIR AND OCEAN) ARE WEIGHED AND WEIGHT FIGURES DECLARED ON EXPORT DOCUMENTS MATCH WITH ACTUAL WEIGHT.

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2 – Invoice and Packing list

a) CONSIGNING DETAILS

Shipments to GRU and Santos Port

FULSTANDIG SHOWS E EVENTOS MC LTDA.

Rua Eli, 164 – Vila Maria, São Paulo – Brasil

CEP 02114-010

T: (5511) 2207-7650

F: (5511) 2207-7654

CNPJ: 05.231.625/0001-88

SHOW NAME-VENUE - CITY-BRAZIL

Shipments to GIG and Rio de Janeiro Port

Est. Dos Bandeirantes, 10.875 Galpão 3 – Depósitos 12 a 15 – Camorim, Rio de Janeiro – Brasil - CEP 22775-001

T/F: (5521) 3388-0764

CNPJ: 05.231.625/0002-69

SHOW NAME-VENUE - CITY-BRAZIL

b) THE FOLLOWING INFORMATION MUST BE INCLUDED ON THE BODY OF INVOICE/PACKING LIST

- Number of packages
- Itemized gross and net weight
- Total gross weight
- Complete description of goods including part and serial numbers. Brazilian Customs are very strict with serial numbers and models. Please make sure to have serial numbers and models mentioned on the invoice. Heavy penalties can be charged by customs if there's any mistake. Itemized harmonized codes
- Itemized harmonized codes
- Itemized unit and total prices ("NO COMMERCIAL VALUE" declaration is not accepted by Brazilian Customs authorities)
- Itemized gross and net weight
- The following declaration be included on the of your invoice:
- "CARGO DESTINED TO, RETURNING TO ORIGIN AFTER FAIR (*for temporary shipments only*) or TO BE CONSUMED DURING THE FAIR (*for permanent shipments only*)"

"NO COMMERCIAL VALUE – SEM COBERTURA CAMBIAL"

3 - Hold Harmless Letter

For all shipments coming into Brazil, whether under temporary or permanent basis, a Customs Power of Attorney / Hold Harmless Letter will be required to perform clearance on your behalf. This document must be issued on exhibitor's company letter head, signed and sent out together with shipping documents.

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Hold Harmless Letter

This letter is to acknowledge our understanding of the shipping instructions issued by FULSTANDIG SHOWS E EVENTOS MC LTDA. ___PERSON NAME_____, _____TITLE_____, understand that all freight shipped on behalf of _____EXHIBITOR NAME_____, _____ADDRESS_____, will be either returned to the origin or sold to a licensed Brazilian importer. We understand that in either case FULSTANDIG SHOWS E EVENTOS MC LTDA, is the Representative in Brazil to handle all customs matter. We also hereby accept any bonded storage charges that may incur during the process of re export or nationalization.

As specified in the shipping instructions, we accept as our responsibility to make sure that all our equipment for the above mentioned show will be properly insured against all risks.

We also understand that we will gain custody of our products during move in **WISC – WAO INTERNATIONAL SCIENTIFIC CONFERENCE 2014** show. From the time we receive our goods from FULSTANDIG SHOWS E EVENTOS MC LTDA. we _____EXHIBITOR_____ will be responsible for the safety and security of our exhibits. We therefore hold harmless FULSTANDIG SHOWS E EVENTOS MC LTDA. from any duties, taxes fines and/or penalties levied by the Brazilian Government as result of discrepancies between the inbound and the return shipment, regardless of the reason for the discrepancies.

We _____EXHIBITOR_____ hereby confirm that is our understanding that in case goods are lost or stolen, all duties, taxes, fines and/or penalties levied by the Brazilian government will still applied and will be paid by our company in full at your first request and with no delays.

We shall be liable for the immediate and irrevocable reimbursement of any and all amounts of duties, taxes, fines and/or penalties imposed by Brazilian customs through FULSTANDIG SHOWS E EVENTOS MC LTDA..

SIGNATURE _____ DATE _____

4 – Booth/ Space Contract

Copy of booth / space contract is required for customs import formalities purposes. Please make sure contract is signed off by the same company acting on shipping documents as exporter, shipper or exhibitor. In case invoice is issued on freight forwarder’s invoice forms please make sure to declare into shipper box freight forwarder details C/O exhibitor details. This way we can prove customs exhibitor who signed space contract will definitely attend the show.

5 - Certificates

a) CERTIFICATE OF ORIGIN
Required under the following circumstances: <ul style="list-style-type: none"> • Shipment proceeding from countries members of MERCOSUR (South America) • Shipment consisting of food, beverage, cosmetics or any other product controlled by Health, Agriculture and Army Ministries
b) CERTIFICATE OF ANALYSIS
Required under the following circumstances: <ul style="list-style-type: none"> • Shipment consisting of food, beverage, cosmetics or any other product controlled by Health, Agriculture and Army Ministries • This document bears chemical percentage break down per product listed on invoice
c) HEALTH (FREE SALE) CERTIFICATE
Required under the following circumstances: <ul style="list-style-type: none"> • Shipment consisting of food, beverage, cosmetics or any other product controlled by Health, Agriculture and Army Ministries • This document states that product is currently sold at origin and cause no harm to human beings

IMPORTANT NOTE

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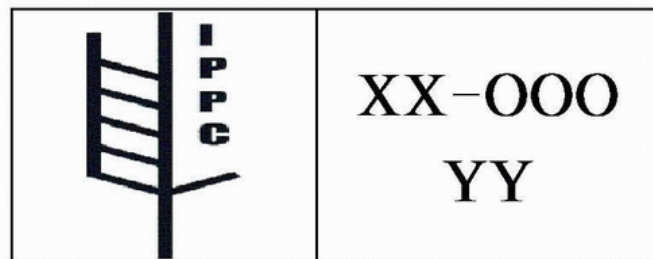


ORIGINAL CERTIFICATES MUST BE SENT OUT TOGETHER WITH COPY OF INVOICE 10 DAYS BEFORE SHIPMENT DEPARTURE FOR IMPORT LICENSE PURPOSES.

PLEASE DO NOT SHIP ANY CARGO WITHOUT OUR PREVIOUS AUTHORIZATION. THIS IS REALLY IMPORTANT!

6 – GENERAL INFORMATION

- All trade advertising material, give-away, printed matters, expendable items and material with CPT/CFR values of U\$ 3,000.00 intended to be disposed in the course of the exhibition can only be imported duty free upon release of import license prior to freight departure at origin. Duty free request/import license must be processed to Customs authorities ahead of time and, at least, 15 days prior to shipment departure. This does not insure Duty free / Import License will be authorized. In case Customs performance, on duty free request, takes more than 15 days, shipment must be held up at origin until we receive authorization and release confirmation from Customs to proceed with shipment to Brazil
- Return shipments might take approximately from 3 to 4 weeks to be re-exported back to origin
- Temporary admission bond terms are usually authorized by customs for a 30 days period and can only be extended if show which cargo is officially destined to is prorogated. Prorogation for Show rooms presentation, testing performance and any other event than the one originally requested are being refused by Customs. Therefore, if by any chance, exhibitor knows ahead of time goods will take part of private show, presentation or testing events please make sure to contact us before shipping cargo to Brazil for further instructions
- Brazilian authorities have issued requirements for imported solid wood packing material (SWPM). All wood packaging must be treated and marked which certifies the approved treatment on two opposite sides of the WPM. The Mark should contain the valid symbol approved by IPPC, country code, unique number of the producer / treatment facility designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB)



This includes crating, pallets, cases, skids & dunnage. Shipments packed in non-treated & marked wood material will not be permitted entry by Brazilian Customs, and will be re-exported. WPM without approved mark = Treatment, Disposal or Return to origin country

- Pack all goods securely in reusable boxes or wooden crates that are both durable and waterproof. If goods are packed in cardboard boxes, please be advised that **FULSTANDIG SHOWS E EVENTOS MC LTDA.** cannot be responsible for any damages or losses that might occur to the contents. Besides replacement cartons may be very costly and difficult to find at the end of Show.
- We strongly recommend to not shipping anything by courier services once they are not allowed to clear customs in Brazil. Neither Fulstandig nor the show organizer is responsible for possible problems if you use courier services.

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