

Shipping Instructions

For General Cargoes Only

Attention: For medical equipment, cosmetic products, food and beverage additional instructions will be provided.

2nd Latin America Geospatial Forum'2012

15-17/8/2012

Centro de Convenções Sul América - Brazil

Organized by Geospatial

I - Documentation

01 - Airway Bill (AWB) / Bill of Lading (B/L) / CTCRC

02 - Invoice

Further information on item VII

03 - Packing List

Further information on item VII

04 - Hold Harmless Letter

A model is available on item XIX

05 - Certificate of Origin

The certificate of origin is only required for Mercosur Country Members.

06 - Fumigation Certificate or Heat Treatment Certificate

Further information on item XI

07 - Declaration of Consignment

Further information on item VIII and a model is available on item XXI

08 - Booth Rental Contract

Further information on item VIII

09 - Product Catalogue

Further information on item VIII

10 - Declaration of Consignment

Further information on item VIII

II - Deadlines for Cargo Arrival in Brazil



15/07/2012 at Santos Port



25/07/2012 at GRU or VCP airports



25/07/2012 at our Bonded Warehouse

III - Airway Bills (AWB)

1 - Consolidated Shipments (MAWB + HAWB)

The **MAWB** must be consigned to:

Fiorde Assessoria e Despachos Ltda.
CNPJ: 55.446.835/0001-61
Rua Frei Caneca 739 - Cerqueira Cesar
CEP.: 01307-001 - São Paulo - SP - Brasil
Tel.: +55 11 3218-7000 / Fax.: +55 11 3218-7116

The **HAWB**, **INVOICE** and **PACKING LIST** must be consigned to:

Barter Comercio Internacional Ltda
CNPJ: 68.134.212/0001-03
IE: 11342689118
Rua Frei Caneca, 739 - 6o. andar
Cep: 01307-001 - São Paulo - SP - Brasil
Tel: +55 11 3218-7000 / Fax: +55 11 3218-8189

The **HAWB** must have the following **Notify's Party**:

Fiorde Assessoria e Despachos Ltda.
CNPJ: 55.446.835/0001-61
Rua Frei Caneca 739 - Cerqueira Cesar
CEP.: 01307-001 - São Paulo - SP - Brasil
Tel.: +55 11 3218-7000 / Fax.: +55 11 3218-7116

2 - Direct Shipments (AWB)

The AWB, INVOICE and PACKING LIST must be consigned to:

Barter Comercio Internacional Ltda
CNPJ: 68.134.212/0001-03
IE: 11342689118
Rua Frei Caneca, 739 - 6o. andar
Cep: 01307-001 - São Paulo - SP - Brasil
Tel: +55 11 3218-7000 / Fax: +55 11 3218-8189

The HAWB must have the following Notify's Party:

Fiorde Assessoria e Despachos Ltda.
CNPJ: 55.446.835/0001-61
Rua Frei Caneca 739 - Cerqueira Cesar
CEP.: 01307-001 - São Paulo - SP - Brasil
Tel.: +55 11 3218-7000 / Fax.: +55 11 3218-7116

IV - Bill of Ladings (B/L)

1 - Consolidated Shipments

Attention !!! Do not consolidate cargoes to be shipped by sea!

2 - Direct Shipments (B/L)

The B/L, INVOICE and PACKING LIST must be consigned to:

Barter Comercio Internacional Ltda
CNPJ: 68.134.212/0001-03
IE: 11342689118
Rua Frei Caneca, 739 - 6o. andar
Cep: 01307-001 - São Paulo - SP - Brasil
Tel: +55 11 3218-7000 / Fax: +55 11 3218-8189

The B/L must have the following Notify's Party:

Fiorde Assessoria e Despachos Ltda.
CNPJ: 55.446.835/0001-61
Rua Frei Caneca 739 - Cerqueira Cesar
CEP.: 01307-001 - São Paulo - SP - Brasil
Tel.: +55 11 3218-7000 / Fax.: +55 11 3218-7116

V - Truck Bill of Ladings (CTRC)

The **CTRC**, **INVOICE** and **PACKING LIST** must be consigned to:

Barter Comercio Internacional Ltda
CNPJ: 68.134.212/0001-03
IE: 11342689118
Rua Frei Caneca, 739 - 6o. andar
Cep: 01307-001 - São Paulo - SP - Brasil
Tel: +55 11 3218-7000 / Fax: +55 11 3218-8189

The **HAWB** must have the following **Notify's Party**:

Fiorde Assessoria e Despachos Ltda.
CNPJ: 55.446.835/0001-61
Rua Frei Caneca 739 - Cerqueira Cesar
CEP.: 01307-001 - São Paulo - SP - Brasil
Tel.: +55 11 3218-7000 / Fax.: +55 11 3218-7116

Attention

- Please be sure to mention the consignee and notify complete address on the **AWB** or **B/L** or **CTRC** with CNPJ number.
- ALL Harmonized Codes or the Brussels Tariffs must be mentioned on the **AWB** or **B/L** or **CTRC**. These Harmonized codes must **match** with the invoice's information.
- The total of cubic meters must be mentioned on the **AWB** or **B/L** or **CTRC** (besides the total in kilos).
- Kindly note that freight charges must be **prepaid** in the origin and the total amount **must** be stated in the **AWB** or **B/L** or **CTRC**.
- Terms such as "**Freight as Agreed**" are **not** accepted by Brazilian Customs.
- It must be mentioned the Harmonized Codes in the **AWB** or **B/L** or **CTRC**.
- Note that if cargo is classified as dangerous and has a classification as **IMO Class**, besides of having this information mentioned on BL/AWB the shipper must also request previously authorization to TTI LOG / FIORDE **before** shipping this kind of cargo.

VI - Statments

The following statements in Portuguese must be shown in all Airway Bills (MAWB, HAWB and AWB), B/L, Invoices and Packing list:

1 - Temporary Shipments

- *Carga destinada a Latin America Geospatial Forum'2012, entre 15-17/8/2012, no Centro de Convenções Sul América - Brasil e retornara a origem apos o evento.*
- *Carga destinada ao Porto Seco conforme I.N. 248/02.*

2 - Permanent Shipments

- *Carga destinada a Latin America Geospatial Forum'2012, entre 15-17/8/2012, no Centro de Convenções Sul América - Brasil.*
- *Carga destinada ao Porto Seco conforme I.N. 248/02.*

VII - Invoices & Packing List

- Invoices & Packing List must be issued on exhibitor's letter headed paper, stamped and signed. Copies are NOT acceptable even with original signature.
- In case of Air or Truck Shipments, the original set of documents must follow the cargo;
- In case of Sea Shipments, the original set of documents must be sent by Courier to our office immediately and can not reach our office later than one week previous to the Vessel's arrival at Santos Port.
- All Harmonized Codes must be mentioned on the AWB and B/L. These Harmonized Codes must be in accordance with Invoice's information.
- Please refer to item XX to see a model of Invoice and Packing List.

VIII - Additional Documentation

- It is also requested a Declaration in which the exhibitor confirms that **Barter Comercio Internacional Ltda** was designed to handle its cargo destined to the fair in Brazil. You can find a model on ITEM XXI at the end of this document.
- A copy of the Booth Rental Contract of the exhibitor is also required.
- Please send a catalogue with equipment details to be attached to Customs process.

Attention

- Do not ship the cargo without our previous documentation checking and approval.
- Goods under Permanent Admission **must** be shipped completely separated from goods under Temporary Admission;
- Even the whole set of documents for permanent shipments must be issued **separated** from the temporary ones.
- All documents on item number II must be sent by fax or by e-mail to get our previous approval. Do **not** ship the cargo without our previous documentation checking and approval.

IX - Bank Instructions

TTI LOG / FIORDE can not advance any payment on exhibitors' behalf. Inbound and Outbound costs must be paid before shipping the cargo to Brazil.

Payments should be wire transferred as per the coordinator instructions and the receipt should e-mailed to the coordinator in charged.

After receiving our estimated quotation, it is really important to have it approved, in order we can start our work before Brazilian Customs and Health Ministry.

X - Labels

All packages must be clearly marked on the side and top as bellow shown:

2nd Latin America Geospatial Forum'2012

Case #: _____ of _____

Exhibitor's Name:

Booth #:

AWB or B/L:

Dimensions (cm): _____ X _____ X _____

Gross Weight (kgs):

Att: TTI LOG / Fiorde (+55 11 3218-7000)

XI - Fumigation Certificate

From September 1st, 2005 onwards, all shipments containing wood (totally or partially) must have the original fumigation certificate issued and signed by an official phytosanitary department at origin.

The certificate must be in accordance with the requirements fixed by the International Agreements between countries.

Without the correct fumigation certificate, the cargo will be retained at the port/airport in Brazil until the problem is settled, which may cause considerable delays on customs clearance.

The fumigation certificate must describe:

- Fumigation Product Used
- Product Dosage
- Fumigation Period
- Application Period

It is also necessary to have the Fumigation Certificate notarized by any Brazilian Consulate/Embassy.

XII - Quotation Request

Before providing any estimated quotation, it is necessary to check the invoice with the cargo description, FOB value, freight value, measures, etc.

Considering ANVISA's tax will be included on the quotation, we can only estimate it after checking the invoices.

In order to receive an estimated quotation from us, please inform:

- Kind of shipment (temporary or permanent)
- Description of the cargo
- FOB value per shipment
- Freight value per shipment
- Total gross weight per shipment
- Dimensions per box

XIII - Lifting and Handling on Site

Exhibitors requiring assistance to unload and position exhibits within their booths should contact their freight forwarder in order to make advance arrangements with **TTI LOG / FIORDE** directly.

XIV - Storage of Empty Packing Materials

In accordance with the exhibition regulations, empty packing materials and cases may not be stored in or behind your booths. Contact your freight forwarder in order to make advance arrangements with **TTI LOG / FIORDE** directly to coordinate the storage of these items.

XV - Permanent X Temporary

1 - Temporary Admission Shipments

They are composed by **equipments** destined to be exhibited during the event and which must be re-exported after the fair.

The import duties for shipments under this import status are temporarily suspended, however, they can become payable if the imported material fails to be re-exported for any reason.

The exhibitor is responsible to return the **ALL** temporary cargo to **TTI LOG / Fiorde** 's staff at the fair ending.

2 - Permanent Admission Shipments

They are composed by promotional material, which will be used, consumed and/or **free distributed** during the event and will **not** return to origin after the show.

According to Brazilian Customs Regulation NR 107 from 15 April 1996, promotional material up to US\$ 3,000.00 (FOB) with simplified import documentation.

Goods normally imported in this way for trade shows may be subjected to high import duties and taxes.

It is considered to be promotional material: flyers, slides, video tapes, pamphlets, catalogs, magazines, posters, guides, pictures, illustrated maps and other similar graphic materials, films and magnetic tapes recorded with sound or with image and sound.

It is specifically **prohibited** to merchandise promotional goods.

XVI - Courier Services X Hand Carry

1 - Courier Services

Shipments via **Courier** are not recommended. According to Brazilian laws, courier services are used for the remittance of documents only.

2 - Hand Carry

Sending goods as **Hand Carry** or as **Accompanied Luggage** is either strongly **not** recommended, as Brazilian regulation allows this procedure only to transport personal belongings and **not** commercial or promotional goods.

The Brazilian legislation concerning accompanied baggage is not only precise, but also rigorous in its application, limiting duty exemption of all personal possessions and products of a passenger acquired abroad to a maximum of US\$ 500.00 (five hundred dollars).

Possessions must be of personal use and products cannot under any circumstances be characterized as destined for commercialization.

Products for display at the exhibition, even within of US\$ 500.00 (five hundred dollars), cannot be used as samples at events and can be confiscated by the Brazilian Customs Authorities if there is insufficient official and legal documentation.

Temporary internment of products (accompanied baggage) can be applied, as long as all legal procedures are followed. The passenger must provide the following information ten days prior to arriving in Brazil: original of the Proforma Invoice/Packing List and the nomination of someone in Brazil to be responsible for the goods with the Brazilian Customs Authorities. **IMPORTANT: A BANK GUARANTEE OR CASH DEPOSIT WILL BE NEEDED TO CLEAR THE GOODS AT CUSTOMS.**

To avoid any problems, we suggest that all merchandise be sent as cargo, following the instructions of your freight forwarder in consultation with TTI LOG / FIORDE

XVII - Insurance

It is strongly recommended that each exhibitor has all their shipments covered by a comprehensive round-trip insurance policy. The insurance shall cover their goods from the very beginning, when the cargo leaves the exhibitor's facilities, until the very end, when the cargo is back to origin after the show or delivered to any eventual buyer's facilities.

Please note that our liability ceases when the cargo has been delivered to the booth and do not recommence until we have collected it again after the show.

For shipments with a FOB value of USD 100,000.00 or more, a copy of the Insurance Policy must be sent to our company.

XVIII - Important Tips

- Do **NEVER** ship any cargo without our previous documentation checking and approval, and **authorization** to do so;
- Be sure to declare the correct prices, as Customs may not agree with the declared value, causing delays and significant penalties. An Official Price List may be required;
- Please, double check if the weight declared on the B/L or AWB is indeed the **true weight**. Weight discrepancies are **not** accepted by Brazilian Customs. In case the weight difference between the weight mentioned in the documentation and the real weight is bigger than 5%, Brazilian Customs will charge a **fine** of approx. **USD 2,500.00**;
- To ship dangerous goods, you have to follow rigorously the rules and procedures claimed by each kind of transport. For goods shipped by air, please, follow the "*DRG - Dangerous Goods Regulations of IATA*".

XIX - Hold Harmless Letter Model

Exhibitor's Letterheaded Paper

Hold Harmless Letter

2nd Latin America Geospatial Forum'2012

15-17/8/2012

Centro de Convenções Sul América - Brazil

*This letter is to acknowledge our understanding of the shipping instructions issued by **TTI LOG / Fiorde** the freight forwarder for the above mentioned show.*

*(name of the person's in charge), (title), understands that all temporary freight shipped by (exhibitor company), (address), will be either returned to the origin or nationalized by a licensed Brazilian importer. We understand that in either case **TTI LOG / Fiorde** is the only customs broker empowered by our company, 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 will be properly insured against all risks.

*It is also our understanding that we will gain custody of our products during the move in of the **2nd Latin America Geospatial Forum'2012** from the time we receive our goods from the official contractor, we, (exhibitor company), will be responsible for the safety and security of our exhibits. We therefore hold harmless the **show organizer** and **TTI LOG / Fiorde** 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 are also aware that it is mandatory to mention **ALL** Harmonized Codes on the **B/L** or **AWB** and that those numbers must match with the Invoice's information. In case it is not accomplished, the exhibitor is aware that penalties may be applied by Customs and that and **TTI LOG / Fiorde** will not have access to shipping documents until the discrepancy has been corrected.*

We also confirm the acknowledge and the understanding of the Law nº 10833/03 dated December 29th, 2003 and which settles the rules for importation in Brazil.

*According to the above mentioned "Law nº 10833/03", which is applicable to either Temporary and Permanent shipments, in case the information stated on shipping documentation (B/L, AWB, Invoice, Packing List, Certificates and so on) is not **strictly correct**, heavy penalties will be applied per each discrepancy found. It means that Brazilian Customs will punish the (exhibitor company) for every single mistake with heavy fines.*

*We are aware that this regulation does not tolerate any kind of mistakes (not even the small ones), and therefore all documentation **MUST** arrive in Brazil correctly issued, with NO kind of error.*

In order to make it clearer, we list below some discrepancies which can be penalized by Customs:

- In case of the Harmonized Code in the invoice does not match with the described good. **Fine:** 10% on the CIF Value (Minimum: USD 250,00).
- In case the real weight of the cargo and the weight stated on the documents vary in more than 5%. **Fine:** USD 2,500.00 per percentual point that exceeds the 5% of weight difference toleration.
- In case of not presenting all the requested documents. **Fine:** USD 2,500.00 per month.
- In case of not attending Customs Requests within the time they estipulate for every request. **Fine:** USD 2,500.00.
- In case of omitting any kind of information about the cargo: **Fine:** USD 2,500.00.
- In case of not presenting a Packing List. **Fine:** USD 250,00.
- In case of any mistake on the invoice or any other document necessary to clear the cargo. **Fine:** USD 100.00.
- In case of the number of volumes in the Packing List does not match the real quantity at the cargo arrival. **Fine:** USD 100.00 per volume in the shipment.
- In case of under or over evaluation of the price of goods declared on the invoice. **Fine:** 100% of the difference will be charge as fine. (Minimum of USD 250.00)
- In case of shipping the cargo before Customs Previous Shipping Authorization is issued. **Fine:** 30% of the CIF value (Minimum of USD 250.00).
- In case of not declaring the correct kind of package (wooden/metal/carton/etc) to shipping line or air company: **Fine:** USD 3,500.00 per shipment with wrong information.

It is also our understanding that if the goods are lost or stolen, all duties, taxes, fines and/or penalties levied by the Brazilian government will still be applied and will be paid by our company in full at your first request and without delays.

*We shall be liable for the immediate and irrevocable reimbursement of any amounts of duties, taxes, fines and/or penalties imposed by Brazilian customs through **TTI LOG / Fiorde***

Signature: _____ Date: _____

Name.....: _____ Title: _____

Witness 1: _____ Name: _____

Witness 2: _____ Name: _____

XX - Invoice & Packing List Models

Kindly find below a model of Invoice and Packing List for a TEMPORARY shipment.

Important:

- In case of PERMANENT shipment, please delete the sentence marked in **red colour**.
- In case of Air Freights, please, delete the words marked in **green**.
- In case of Sea Freights, please, delete the words marked in **blue**.

Exhibitor's Letterheaded Paper

Consignee:		Exporter:	

INVOICE

Date:	/ /	Invoice Number:	
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Quantity	Unit	Product Name	Net Weight (in Kgs)	Unit Price (in USD)	Total Value (in USD)
01	Piece	Product name in English - detailed good description - S.N. Serial number - H.C. Harmonize code - Country of origin	0.0	0.00	0.00
01	Piece	Product name in English - detailed good description - S.N. Serial number - H.C. Harmonize code - Country of origin	0.0	0.00	0.00

Total Net Weight in Kgs:	0.0	Total FOB Amount in USD:	0.00
Total Gross Weight in Kgs:	0.0	Air / Sea Freight Charge in USD:	0.00
		Total CPT / CFR Value in USD:	0.00

Payment Terms: WITHOUT EXCHANGE COVERAGE

Observation:

- *Carga destinada a Latin America Geospatial Forum'2012, entre 15-17/8/2012, no Centro de Convenções Sul América - Brasil e retornara a origem apos o evento.*
- *Carga destinada ao Porto Seco conforme I.N. 248/02.*

Signature: _____

Exhibitor's Letterheaded Paper

Consignee:		Exporter:	

Packing List

Date:	/ /	Invoice Number:	
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Box Number	Dimensions (in Meters)			Gross Weight per Box (in Kgs)	Quant.	Unit	Product Name
	Length	Width	Height				
1 of 2	0.00	0.00	0.00	0.00	1	Piece	Product name in English - detailed good description - S.N. Serial number - H.C. Harmonize code - Country of origin
2 of 2	0.00	0.00	0.00	0.00	1	Piece	Product name in English - detailed good description - S.N. Serial number - H.C. Harmonize code - Country of origin

Total Gross Weight (in Kgs):	0.00
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Observation:

- Carga destinada a Latin America Geospatial Forum'2012, entre 15-17/8/2012, no Centro de Convenções Sul América - Brasil **e retornara a origem apos o evento.**
- Carga destinada ao Porto Seco conforme I.N. 248/02.

Signature: _____

XXI - Declaration of Consignment Model

Kindly find below a model of the Declaration of Consignment.

Please fill in the information marked in **RED** colour and print it your letterheaded paper.

Exhibitor's Letterheaded Paper

À
Inspetoria da Receita Federal de São Paulo/SP

Declaramos que a empresa **(COMPANY DATA)** designou **Barter Comercio Internacional Ltda** como consignatário das cargas acobertadas pelos conhecimentos **(AWB or BL #*****)** destinadas ao evento “**2nd Latin America Geospatial Forum’2012** programada para o período de **15-17/8/2012** no **Centro de Convenções Sul América - Brasil**”.

BL or AWB @

To
Inspetoria da Receita Federal de São Paulo/SP

We declare that **(COMPANY DATA)** has designated **Barter Comercio Internacional Ltda** as consignee of its cargoes that are covered by the **(AWB or BL #*****)** and destined to the event “**2nd Latin America Geospatial Forum’2012** to be held during **15-17/8/2012** in **Centro de Convenções Sul América - Brazil**”.

BL or AWB @

Signature:_____