



## INTERNATIONAL SHIPPING INSTRUCTIONS

# Latin America Geospatial Forum 2016 Sheraton Mexico City Maria Isabel Hotel Mexico City October 04<sup>th</sup> – 06<sup>th</sup> 2016

**CargoLive, S. de R.L. de C.V. is a Mexican freight forwarder and an on site handling contractor responsible for customs clearance and supplier of lifting equipment with in the exhibition ground of any tradeshow within our country.**

In this document you will find basic guidelines for shipments going to Mexico and some general particularities to ease up customs clearance for your freight.




Please do not hesitate to address all your requests, questions or comments to:

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## I. Arrival Dates

	Mexico City Airport (MEX) – 3 Working days prior to desired delivery date
	Laredo Warehouse – 7 Working days prior to desired delivery date
	Veracruz – Manzanillo Ports – 8 Working days prior to desired delivery date for <b>FCL</b> Veracruz – Manzanillo Ports – 15 Working days prior to desired delivery date for <b>LCL</b>

## II. Documentation

Kindly send draft copies of all documents in advance for approval before sending the actual shipment.

1. Airway Bill, Seaway Bill or Bill of Lading: Direct documents (no need to issue house bills only if the exhibitor requires it) with all costs *pre paid*.
2. Commercial Invoice / Packing List: must be sent in editable format for its revision besides sending originals with the shipment.
3. Certificate of Origin: if available, the certificate of origin will only be used for permanent imports.
4. Original EUR 1: if available, a draft will have to be revised prior to sending the original for the date of the import.
5. Fumigation Certificate: This is only requested for cargoes packed with wooden and crates or pallets.



### III. Consignment details

#### Air Freight and Sea Freight

Issue a Direct Master Airway Bill or Direct Seaway Bill to:

CargoLive, S. de R.L. de C.V.  
Platón 409, Col. Polanco  
Del. Miguel Hidalgo  
C.P. 11560, México D.F.  
Tel: +52-55-5280 1279  
CAR091028R36

Notify: Cargolive Ph. 5280-1279 Atn Raul Juarez

\*For sea freight send EXPRESS RELEASE instruction.

#### Land Freight

Issue Direct Bill of Lading to:

Kalisch Brokers, LLC. c/o Cargolive S. de R.L. de C.V.  
14401 Import Road  
ITC Industrial Park  
Laredo, TX 78045, USA  
Ctc. Laura Garza / Raul Juarez

Receipt of goods in our Laredo warehouse is from Monday to Friday 09.00 to 17.00 hrs. Consolidated cargo can also be addressed to the above, if you need us to provide that service or Full truckload do not hesitate to ask us.

In order to register any temporary export to US Customs a **POA** (Power of Attorney) format will be requested from the exhibitor which has to be received prior to the desired border cross date.

#### IV. Commercial Invoice / Packing list

Our combined commercial invoice / packing list includes all the necessary data to aid in our customs clearance procedure so please fill in as much information as available from the product and all the complete information from the exhibitor including (mandatory) TAX ID or VAT number.

Brands, models, serial numbers and countries of origin accurately informed on the invoice help us to revise the physical product correctly, to identify the goods and save up time in the customs clearance procedure.

Declare every item sent on your shipment

Specify the type of entry for the goods sent and specify which goods will return and which will stay in the country (Temporary or Permanent). It is important to know that all giveaways with real market value under 50.00 usd can legally remain in our country without paying duties or taxes. However every item with *real* market value above that price **MUST** be exported in a frame time of 6 months from the date of import.

Feel free to add any additional packing list if our combined format is not enough to provide specifications for the packages, pieces, containers etc or any other valuable information that will help us to handle better your shipment.

#### V. Labels

Identify every package with clear markings at least on two sides of each piece:

<p><b>NAME OF THE EVENT</b></p> <p>Exhibitor: _____ Stand: _____</p> <p>Case #: _____ of _____ AWB or B/L: _____</p> <p>Dimensions (cm): _____ x _____ x _____ Gross Weight (kg): _____</p> <p>Consignee: CargoLive, S. de R.L. de C.V.</p>
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➤ If handling wood packages

Every cargo packed with wooden crates/pallets must be **fumigated** and duly sealed. Markings of fumigation stamps must be shown in each wooden package or pallet.

## **VI. Permanent import**

For goods to be imported under a permanent basis there must exist a Mexican importer with and import license and preferably this must be precised before the shipment arrives to Mexico. This importer would have to pay duties on time so that there will be no delays on the import process.

When goods are imported under a temporary regime and then want to change to a permanent regime there must be a Mexican importer with an import license to make the change of regime, the Mexican importer has to pay for duties. In the mean time the goods remain under our custody as the process of nationalization takes place. It is important to know that this counts as a new operation for Cargolive and the cost will be independent from the first import quote.

## **VII. Special Permits and Import Restrictions**

It is highly recommended to send a commercial invoice with detailed products so that Cargolive can review if any of the goods sent will require any additional permits such as health permits which are common for goods such as *toys, (including beach balls, bean bags, dolls, didactical toys etc.), ceramic goods or medical equipment.*

*Wood furniture and other wood require additional customs inspection.*

These permits can be processed for an additional fee as long as the information is received with enough time from 30 to 45 days depending on the type of permit and the government institution that issues them.

### Trademarks and patents

Whenever there's a product with a recognizable patent or trademark the shipper must prove with a letter for the appropriate usage of it.

## **VIII. Payment Terms**

Inbound costs must be paid before shipment arrives into Mexico, outbound cost should be covered before export.

Please consider that foreign transfers might take a few days to reflect in our account and if that is not received we cannot release you shipment. Feel free to ask us for any additional bank info necessary for the correct application of your international wire.

On site handling costs can only be covered by wire transfer or in cash at exhibition ground, we do not accept credit cards or checks.



## IX. ATA Carnet

Cargolive is a registered importer authorized by the Mexican Chamber of Commerce to facilitate ATA Carnets in all authorized ports/airport and we have enough experience in the field in order to successfully handle your shipment under this system, nevertheless there are certain particularities to take into account:

- Customs revision is extensive for import and export.
- It's extremely important that the information in the Carnet coincides to a great extent with the gear physically.
- Any undeclared goods can be imported with a temporary process but this will double cost as the additional goods will be considered as an additional shipment.
- Send Cargolive a copy of the carnet prior to sending the gear.
- The gear must arrive to MEX airport from 3 to 5 working days before the desired delivery date.

## X. Recommendations

Never ship any cargo without our previous documentation check, approval and authorization to do so.

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

Security escorts are strongly recommended for full truckloads but its optional.

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.

**Please do not ship ceramic goods, (mugs dishes) food, beverages, wearing apparel, cosmetics, toiletries, medical or textile material to this event without checking with our Mexico City office.**

Allow us to handle your shipment in a door to stand basis so that you reduce risks and worries when sending the gear to a fair or exhibition, we'll be glad to assist you to the best extent of our ability in joint help with our worldwide partners.

Thanks and best regards,  
Raul Juarez  
Cargolive - Tradeshows