

Shipping Instructions for



15th International Exhibition & Conference on Cards, Services and Technologies

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Informations

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1) Introduction

This Shipping Manual will assist you in your preparation for the correct and timely dispatch of your exhibits to São Paulo, Brazil. We advise you to read this manual carefully so that your exhibits can be correctly dispatched and consigned to us. Failure to comply with the deadlines and instructions will cause unnecessary delays in clearance, and may lead to additional expenses incurred.

2) Deadlines

Shipments must arrive in Brazil no longer than:

3/23/2010	By Air – Airport: Guarulhos
3/15/2010	By Sea – Port: Santos
3/25/2010	By Truck – Warehouse: EADI Columbia - São Paulo

In any such cases of belated shipments, TF Logistics will make all reasonable efforts to ensure delivery before the show opens, however, no guarantees can be given.

VERY IMPORTANT: PLEASE DO NOT SHIP ANYTHING WITHOUT OUR KNOWLEGMENT. SOME PRODUCTS MIGHT NEED A SPECIAL IMPORT LICENCE BEFORE SHIPMENT.

3) Necessary Documentation

Before you continue to read these instructions please note that **SEPARATE** documentation must be issued for permanent and temporary admissions.

For all shipments the following documents are required:

- 1 – Airway Bill (AWB) / Bill of Lading (B/L) / Truck Bill of Lading (CTRC)
- 2 – Invoice
- 3 – Packing List
- 4 – A copy of a document confirming the Participation on the Event
- 5 – Declaration for the Consignee (See *Model on the last page*)

4) Consignment Instructions

A - DIRECT SHIPMENTS:

For individual direct Airwaybill (AWB), Bill of Lading (B/L) or Truck Bill of Lading (CTRC) must be consigned as below:

Consignee:	READI-BR Comercial, Importação e Exportação Ltda. CNPJ: 00.222.271/0001-91 Rua Albuquerque Lins, 503 - CJ. 11 01230-001 - São Paulo - SP - Brasil
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Notify:	READI-BR Elie G. Cohen Fone/Fax: (+55 11) 3664-9022
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Note: 1 – We strongly recommend direct flight to Guarulhos.

2 – Shipments by truck can NOT be consolidated; there must be an individual direct Truck Bill of Lading for each kind of shipment.

3 – Freight value must be shown on airwaybills. DO NOT DECLARE FREIGHT “AS AGREED”

4 – Freight value must be “PRE-PAID”

B - CONSOLIDATED SHIPMENTS:

MAWB or B/L must be consigned as below:

Consignee:	READI-BR Comercial, Importação e Exportação Ltda. CNPJ: 00.222.271/0001-91 Rua Albuquerque Lins, 503 - CJ. 11 01230-001 - São Paulo - SP - Brasil
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Notify:	READI-BR Elie G. Cohen Fone/Fax: (+55 11) 3664-9022
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HAWB or HB/L must be consigned as below:

Consignee:	Same as individual direct airwaybill
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Notify:	Same as individual direct airwaybill
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- Note:
- 1 – We strongly recommend direct flight to Guarulhos (GRU) / Viracopos (VCP).
 - 2 – Shipments by truck can NOT be consolidated, there must be an individual direct Truck Bill of Lading for each kind of shipment.
 - 3 – We shall not accept HAWB's from other forwarders.
 - 4 – Freight value must be shown on airwaybills. DO NOT DECLARE FREIGHT "AS AGREED"
 - 5 – Freight value must be "PRE-PAID"

C – INVOICES & PACKING LISTS:

Separate documentation must be issued for definitive and temporary admission.

Invoices and Packing Lists must be consigned to:

Consignee:	READI-BR Comercial, Importação e Exportação Ltda. CNPJ: 00.222.271/0001-91 Rua Albuquerque Lins, 503 - CJ. 11 01230-001 - São Paulo - SP - Brasil
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INVOICE must be filled on exhibitor's letterhead paper in the English or Portuguese with the inscription "**Invoice**" and it must contain the following information:

- Consignee - as detailed above
- Invoice number
- Place and Date of Dispatch
- Quantity shipped
- Full description of all items including brand, serial and part number and constituent material.
- Unit price: Every individual item, including give-away items and brochures, is to be given a value based FOB expressed in U.S. Dollars
- Total price
- Harmonized (Brussels) System code for each invoiced item
- Gross & Net Weight
- Total FOB Value
- Total Air/Sea/Truck Freight Charge
- Total C&F Value (Total Freight Charge + Total FOB Value)

PACKING LIST must also be filled on exhibitors letterhead paper in the English or Portuguese with the inscription "Packing List" . Note that it is recommended to avoid to issue "Invoice/Packing List" together as one sole document. Packing list should be a different document separated from the invoice.

D – DECLARATIONS:

The below mentioned declarations must be shown in the

- INVOICE
- PACKING LIST
- AWB (HAWB) or B/L (H/BL) or CTCR

You must use the proper declaration in the paperwork respecting the kind of admission it represents:

Paperwork for Temporary Admission, use the following declaration:

“Mercadoria sem cobertura cambial sob admissão temporária destinada à CARDS - 2010 a ser realizada de 26 a 28 de abril de 2010 no Centro de Convenções Frei Caneca, São Paulo, SP, Brasil”

Paperwork for Permanent Admission, use the following declaration:

“Mercadoria sem cobertura cambial destinada à CARDS - 2010 a ser realizada de 26 a 28 de abril de 2010 no Centro de Convenções Frei Caneca, São Paulo, SP, Brasil”

5) Labels & Packing

LABELS

All packages must be marked on at least two sides of each case, as follows:

Exhibitor: <Exhibitor Name>	Case Number: ???/?? (e.g.: 1/15 , 2/15 ... 15/15)
CARDS - 2010 - Brazil April 26 to 28, 2010 Centro de Convenções Frei Caneca - São Paulo - SP	
Gross Weight (kg): ???	Dimensions (m): ??? X ??? X ???
TEMPORARY ADMISSION (if applicable)	

PACKING

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits which can withstand unpacking and repacking operations. For main exhibits, we recommend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.

Empty cases will be stored within the event site. Your cases will be marked and stored systematically under shelter during the exhibition period in order to facilitate quick and early retrieval for the repacking at the end of the exhibition.

6) Temporary Shipments

All products imported under temporary admission must be either returned to the origin or sold to a licensed Importer in Brazil. Goods CANNOT be sold during the show and after the event they must return to Customs control. Once the cargo is in our Warehouse, the exhibitor and the importer licensed in Brazil can start the nationalization process and pay all duties and taxes.

The import duties for shipments under this import status are suspended temporarily, however, they can become payable if the imported material fails to be re-exported for any reason whether it be by unauthorized sales, theft, destination or loss. In this case the exhibitor will be in charge of the payment of any duty or fine that may be required by the authorities in Brazil.

7) Permanent Shipments

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.

All trade advertising, giveaways, promotional literature and expendable items must be shipped only as PERMANENT ADMISSION.

Be sure to declare the correct prices, as Customs may not agree with the declared value, causing delay and significant penalties.

DO NOT ship any alcohol, beverages or food products. All items can be purchased locally.

8) Payment Terms

TF Logistics can **not** advance any payment. Inbound and Outbound Costs must be paid in advance (before shipping the cargo at origin). Our total handling charges will be confirmed after customs clearance. The balance between your deposit and our invoice will be liquidated at time of the delivery to stand.

Payments should be wire transferred to the below mentioned account and the receipt should be faxed to our office (+55 11 3664-9022).

BANK DETAILS

Beneficiary.....: **READI-BR Comercial, Importação e Exportação Ltda.**
Beneficiary Bank: **237 - Banco Bradesco S.A.**
Bank Agency.....: **0096-5 - Marechal Deodoro**
Bank Account.....: **79417-1**
SWIFT.....: **BBDEBRSPPO**

4) Declaration for the Consignee

Customs request a declaration from the exhibitor confirming that they consigned **READI-BR Comercial, Importação e Exportação Ltda.** is in charge of taking care of their cargoes to be exhibited at CARDS - 2010.

The declaration must be issued on exhibitors' letterhead paper and signed in blue.

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Declaração

*Declaramos que nós, da empresa (Name of Exhibitor) , na condição de participante do evento, **CARDS - 2010**, designamos a empresa **READI-BR Comercial, Importação e Exportação Ltda.**, inscrita sob CNPJ de nº 00.222.271/0001-91, com sede à Rua Albuquerque Lins, 503 - CJ. 11 – 01230-001 - São Paulo - SP - Brasil – , como consignatária de nossa carga destinada ao evento supracitado a ser realizado no período de 26 a 28 de abril de 2010 em São Paulo, SP, Brasil.*

_____ (Country) _____, _____ (date) _____.

Atenciosamente,

_____ (Authorized Signature) _____.

Name:.....
Position:.....

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For your guidance, find below the translation to English of the above declaration:

*“We declare that our company (Name of the Exhibitor) , as an participant of the event **CARDS - 2010**, appointed the company **READI-BR Comercial, Importação e Exportação Ltda.** (...address...) as the consignee of our cargo, which is destined to the above mentioned event during April 26 to 28, 2010 to be held in São Paulo, SP, Brazil.”*