


SHIPPING GUIDELINES

I - Documentation

- 01 - Airway Bill (AWB) / Bill of Lading (B/L) / CTCR**
- 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
- 11 - Booth Rental Contract**
Further information on item VIII
- 12 - Product Catalogue**
Further information on item VIII
- 13 - Declaration of Consignment**
Further information on item VIII

II - Deadlines for Cargo Arrival in Brazil

 **04/09/2011** at Santos Port

 **14/09/2011** at GRU or VCP airports

III - Airway Bills (AWB)

1 - Consolidated Shipments (MAWB + HAWB)

The **MAWB** must be consigned to:

Fiorde Logistica Internacional 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 3218-8199

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 3218-8181

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 3218-8181

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 (AWB)

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 3218-8181

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

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.

VI - Statements

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 Tubotech'2011, entre 4-6/10/2011, no Imigrantes Exhibitions Center - São Paulo - SP - Brasil e retornara a origem apos o evento.

Carga destinada ao Porto Seco conforme I.N. 248/02.

2 - Permanent Shipments

Carga destinada a Tubotech'2011, entre 4-6/10/2011, no Imigrantes Exhibitions Center - São Paulo - SP - 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 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 **FIORDE Logística Internacional / TTI LOG** was designed to handle its cargo destined to the fair in Brazil.
- 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.

X - Labels

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

6st Tubotech'2011

Case #: _____ of _____

Exhibitor's Name:

Booth #:

AWB or B/L:

Dimensions (cm): _____ X _____ X _____

Gross Weight (kgs):

Att: FIORDE Logística Internacional / TTI LOG (+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 **FIORDE LOGÍSTICA INTERNACIONAL / TTI LOG** 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 **FIORDE LOGÍSTICA INTERNACIONAL / TTI LOG** 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 **FIORDE Logística Internacional / TTI LOG**'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.

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.

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*".

For General Cargoes Only

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