

**ICS 2014**  
**October 20-24**  
**Rio De Janeiro, Brazil**

**CUSTOMS INFORMATION**

**TEMPORARY IMPORTATION / BANK GUARANTEES / AT A CARNETS**

The Brazilian Government allows temporary import in Brazil under specific regulations. ATA carnets are not accepted into Brazil. Import duties are suspended while the goods remain in Brazil when destined for exhibitions that have been authorized formally by the Ministry of Industry, Commerce and Tourism. The period authorized by customs authorities for the temporary admission may vary from 1 month to 3 months.

In some cases, bank guarantees may be required to cover potential customs claims in the event that goods imported under temporary permit are not re-exported or properly nationalized.

**We MUST receive the HS code of all cargos beforehand to check with Customs if an import license is necessary and to avoid fines and penalties. In this case, the shipment will be authorized only after license is granted.**

**Temporary goods can only be Customs cleared if sent with its own set of documents: Performa Invoice, packing list, MAWB or HAWB. (Completely separated from permanent import goods).**

**PERMANENT IMPORT, GIVE AWAYS, CATALOGUES AND FOLDERS**

Promotional material (no commercial value) is subject to import duties. Please send us details such as type, quantity, weights, measures, HSC (Harmonized System Code) and value and we can inform you what the total duties will be.

**IMPORT OF FOOD, BEVERAGE AND DRUGS**

For the importation of food, beverage and drugs there is additional bureaucracy involving the Ministry of Agriculture and Health. For this category of goods FINK cannot act as importer. The exhibitor will need to use a legal representative of the specific good to import it.

**HAND CARRIED GOODS (NOT RECOMMENDED)**

We do not recommend exhibitors to hand carry their goods into the country. Brazilian customs does not recognize hand carried goods for commercial purposes. Fink cannot assure prompt clearance of items that are hand carried.

**COURIER SHIPMENTS**

The enclosed instructions are **not valid** for shipments by **courier**. Courier operators clear their cargo under a specific legislation that does not cover exhibitions. Tax suspension or exemption is not applicable if this route is closed.

FINK is not responsible for clearance of any courier shipments.

The use of services from companies such as FEDEX, DHL, UPS, TNT and others of this kind unable us to assure delivery of any imported goods. Our experience shows us that such shipments will be held by customs in VCP, Campinas – São Paulo airport.

**CUSTOMS CHARGES IF APPLICABLE**

All information contained in Invoices will be checked by customs. For each information (# of items/pieces, # volumes, Harmonized System Code classifications, weight, total value, consignee, etc) that does not match the goods being imported, a fine may be charged.

## DOCUMENTATION

### DOCUMENTS

- Original Commercial Invoice for permanent shipment or Proforma Invoice for temporary shipment and packing list, in 2 copies (see Forms # 6 and # 7)
- Packing List
- Original AWB or BL
- Copy of the exhibitor's booth / pavilion rental contract
- Copy of the insurance policy covering all-risks, door-to-door, with waiver to FINK is requested and must be included in the policy or through a letter issued by the insurance underwriters (see Form # 4)

In case of consolidated shipments:

- Original MAWB, HAWB
- Original Bill of Lading, HBL
- It is necessary to issue the AWB/BL **after** customs grant us license to import the material. For the licensing we will need the final Invoices sent by fax in advance. Otherwise, customs will charge 30% of the CIF value for each item in the invoice, with a minimum of USD 500.00 and a maximum of USD 5,000.00 (approximately) per item. Please follow the deadlines requested for shipping document drafts to be sent by fax (Commercial and Proforma Invoices + Packing list + AWB/BL) - reference is made to the items 5.1 and 5.2 (deadlines). **IMPORTANT!** Please wait for our "green light" to proceed shipping the cargo.

### ISSUING GAWBS / BLS

Destinations:

Air freight International Airport (GIG) Galeão, Rio de Janeiro / RJ - Brazil

Sea freight We recommend using carriers that call on the terminal in Rio de Janeiro city (Multi-Rio or Libra), rather than Sepetiba (that is 50 miles away). It is closer and customs have larger staff to expedite clearance.

AWB and B/L must be filled out as shown below:

Direct Master Consignment TRANSPORTES FINK LTDA

Estrada dos Bandeirantes 2856

22775-111 – Jacarepaguá – RIO DE JANEIRO/RJ

BRAZIL

CNPJ: 00649887/0001-43

Shipper Exhibitor's name and full address:

Notify Transportes Fink Ltda.

Sra. Claudia Valeria Almeida

Tel.: 55 21 3410-9711 / Fax 55 21 3410 9733

### DEMURRAGE AND DETENTION

The shipping lines collect such fees in advance. In case you have any special agreement with the carrier, please send us copy of the contract to avoid expensive demurrage fees.

### PACKING AND LABELING

All volumes must be labeled with the following information:

Destination Airport: Rio de Janeiro, BRAZIL (GIG)

Consignee: *See item 2.2*

Exhibition: ICS Medical Congress, October 20-24, 2014

Weight of crate \_\_\_\_\_ kg or lb

Case #: \_\_\_\_ of \_\_\_\_

Exhibitor: \_\_\_\_\_

Booth #: \_\_\_\_\_

o All crates should resist rainwater and be strong enough to be re-exported.

o Goods for temporary admission and final importation must be packed and crated separately.

o Accuracy of weights is essential since significant discrepancies cause "missing or excess cargo" procedures with customs and terminals.

# HERMES

EXHIBITIONS & PROJECTS LTD.

## DEADLINES

### AIR FREIGHT

All shipments must be sent to International Airport (GIG) Galeão, Rio de Janeiro / RJ – Brazil  
**Please, send us the list of items to be imported before the documentation.**

**Wednesday, September 17<sup>th</sup>, 2014.**

Drafts of shipping documentation from controlled material and forms by email:  
Original documentation and forms: **attached on the AWB**

**Wednesday, September 24<sup>th</sup> (Rio de Janeiro, Galeão airport)** Flight arrival controlled material:

**NOTE: CARGO WITH RESTRICTION IN OUR HEALTHY MINISTRY ALL DOCUMENTATION MUST BE SUBMITTED 60 DAYS BEFORE YOU SHIP IT.**

### SEA FREIGHT

All shipments must be directed to Port BR RJ, Rio de Janeiro / RJ – Brazil.

**7 days before vessel departure**

Drafts of shipping documentation from controlled material and forms by fax

**5 days prior to ETA** Original documentation and forms:

**Monday, September 22<sup>nd</sup> (Rio de Janeiro Port).** Vessel arrive controlled material:

**NOTE: CARGO WITH RESTRICTION IN OUR HEALTHY MINISTRY ALL DOCUMENTATION MUST BE SUBMITTED 60 DAYS BEFORE TO SHIP IT.**

### SHIPMENT TO ADVANCE WAREHOUSE IN RIO DE JANEIRO

**Costume cleared items and local deliveries only**

Deadline: **Wednesday, October 15**

Please send to the below address:

**Fink Transportes**

A/C Claudia Valeria

Estrada dos Bandeirantes, 2856

Rio de Janeiro -RJ, Brazil - CEP: 22.775-110

Tel.: 55 21 3410-9711

For: **ICS 2014 Congress**

### DELAY FEE

We can only commit to clear customs and deliver on time if our deadlines and instructions are followed. Shipments arriving after the deadlines may be subject to a surcharge of 25% over the customs clearance rates. Despite all our efforts to deliver late arrivals on time, the collection of this fee does not imply nor is offered as a guarantee.

### ENDING OF EXHIBITION

#### RE - EXPORT

For re-export purposes, customs formalities shall take from 15 – 30 days after the conclusion of the exhibition.

#### NATIONALIZATION

If you are planning to sell the whole or part of the shipment, it will be necessary to start a nationalization process. Goods cannot be delivered to the buyer during the exhibition. They must be transported and stored into a bonded warehouse until completion of customs formalities and redirecting the shipment to the new consignee. In this case, import duties and customs procedures are charged in advance. Import and customs procedures will also be charged in advance to whom the exhibitor appoints as the responsible final importer.

These instructions should be informed to FINK by completing FORM # 3. Payment Conditions and Instructions

# HERMES

EXHIBITIONS & PROJECTS LTD.

## **IN BOUND MOVEMENT PAYMENT**

Delivery of cargo to exhibitor will take place after payment is confirmed.

## **OUT BOUND MOVEMENT PAYMENT**

Cargo will be exported after payment is confirmed.

## **PAYMENT**

All payments for the move in must be transferred prior to delivery of goods to the stand.  
The out bond payment should be transfer prior of goods re-exported.

## Pre advise - Material handling form and Payment authorization

Congress	ICS 2014
Exhibitor /Sponsor name	

	Exhibition Goods	Insert / Display
Air Freight		
Sea Freight		
Rio Advance Warehouse		
Direct to Venue		

### Company details responsible for payment

## Shipment information

Shipper's name	
E mail address	
Tel #	
Purchase order #	
Truck size	
Courier tracking #	
Airway bill number (AWB #)	
Number of pieces	
Weight in Kg	
CBM	



EXHIBITIONS & PROJECTS LTD.

## Payment details

This is to confirm that the payment for handling the above cargo will be Covered by our company.

Company details \_\_\_\_\_ VAT No. \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

VISA \_\_\_ DINERS \_\_\_ MASTER CARD \_\_\_ AMEX \_\_\_ Card type

Credit card #

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Expiry date \_\_\_\_\_ CVC ( Last 3 digits on back of credit card) \_\_\_\_\_

Card holder's name \_\_\_\_\_ card Holder's Signature \_\_\_\_\_

Please enclose a copy of both front and back side of your credit card

Payments by credit card additional 3.00% service fee will be added

We cannot guarantee services for any cargo arrival without a pre-advise and payment confirmation!

Best regards,

Hermes

## EXHIBITION GOODS

For the Exhibitor's Stand Only

Air Freight Shipments

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

### TRANSPORTES FINK LTDA

Estrada dos Bandeirantes 2856

22775-111 – Jacarepaguá

RIO DE JANEIRO/RJ - BRAZIL

CNPJ: 00649887/0001-43

Tel.: 55 21 3410-9711

Fax 55 21 3410 9733

For: **ICS 2014**

Box No. \_\_\_\_\_ of \_\_\_\_\_

## EXHIBITION GOODS

For the Exhibitor's Stand Only

Local delivery / courier

customs cleared items only

Rio de Janeiro Warehouse

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

### Fink Transportes

A/C Claudia Valeria

EStrada dos Bandeirantes, 2856

Rio de Janeiro -RJ , **Brazil** - CEP: 22.775-110

Tel.: 55 21 3410-9711

**For: ICS 2014**

Box No. \_\_\_\_\_ of \_\_\_\_\_

# EXHIBITION GOODS

For the Exhibitor's Stand Only

Direct to Venue

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

## **SulAmérica Convention Center**

Av Paulo de Frontin

1 - New City - Centro

Rio de Janeiro - BRAZIL

**For: ICS 2014**

Box No. \_\_\_\_\_ of \_\_\_\_\_