



## **Contigo Logistics & Services India Pvt Ltd**

Email : [Rishi.anand@contigoindia.com](mailto:Rishi.anand@contigoindia.com)

[Gaurav.chopra@contigoindia.com](mailto:Gaurav.chopra@contigoindia.com)

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+919811082301

## **Shipping Instructions - Americas Geospatial Forum – 2019', Mexico**

This Shipping Manual will assist you in your preparation for the correct and timely dispatch of exhibits to Mexico City. We advise you to read this manual carefully.

Failure to comply with deadlines and instructions will cause unnecessary delays in clearance and may lead to additional expenses.

We can provide the following services for your company: transportation from origin point overseas, execute all documentation necessary to comply with Mexican Custom Regulations, ensure that commercial invoices are complete and in the proper format, schedule and supervise the international movement of your material; monitor custom clearance through the foreign port or airport; arrange delivery to your stand. Our representative will be on-site to assist you.

### **COMMUNICATION**

All exhibitors are requested to direct all correspondence concerning the exhibition to:

Contigo Logistics & Services Pvt Ltd

Rishi Anand [Rishi.anand@contigoindia.com](mailto:Rishi.anand@contigoindia.com)

Gaurav Chopra [gaurav.chopra@contigoindia.com](mailto:gaurav.chopra@contigoindia.com)

### **PRE-ALERT ON SHIPMENT**

For good forward planning, exhibitors are requested to send us by telefax or e-mail a 'Pre-Alert of Shipment' for all cargo arriving at Veracruz, Laredo, Manzanillo or Mexico City International airport.

If there is any special handling required on arrival in Mexico, please specify so that we can plan and execute accordingly.

### **SHIPPING INFORMATION**



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### ***A.Routing & Consignment Instruction.***

All exhibition goods by SEAFREIGHT, TRUCKFREIGHT or AIRFREIGHT must be sent FREIGHT PREPAID to:

#### 1.Seafreight via Veracruz

**DEADLINE ARRIVAL DATE: 12 WORKING DAYS BEFORE DELIVERY DATE REQUIRED.**

We will arrange transit to final destination to Venue in Mexico by truck.  
For this mode, exhibitors are requested to consign the shipping documents to:

Consignee:                      please send performa invoices @

Rishi Anand            [Rishi.anand@contigoindia.com](mailto:Rishi.anand@contigoindia.com)

Gaurav Chopra        [gaurav.chopra@contigoindia.com](mailto:gaurav.chopra@contigoindia.com)

#### 2.Direct shipments to Mexico City from abroad by Air

**DEADLINE ARRIVAL DATE: 8 WORKING DAYS BEFORE DELIVERY DATE REQUIRED**

For this mode, we will take over exhibits after unloading at Mexico-City airport. Goods will be trucked to venue in Mexico. The shipping documents must be consigned to Mexico City airport as follows:

#### **Consignee:**

Please send performa invoices @

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### **DOCUMENTATION**

All shipping documents must be mailed to us as follows:

Combined Commercial Invoice & Packing List Catalogues for all machinery/equipment Certificate of origin 1 original + 5 copies  
2 sets  
1 original + 1 copy

Above mentioned documents together with original B/L must be mailed to reach us not later than 10 days before sea/road cargo arrival in Mexican seaport or border.

Documents together with copy of AWB must be emailed to reach us through a PRE ALERT MESSAGE same date in which goods were air freighted.

All invoices must provide accurate information regarding quantity, description (English and Spanish) size/weight and values of each item being shipped. Quantities and contents listed on your commercial invoices must match exactly with those actually being shipped. Giveaways and printed material should also be given a specific description and accurate quantity such as 75 ballpoint pens or 540 corporate annual reports. **All cartons will be opened by Mexican Customs for inspection.** Please also indicate the Customs Tariff number, Schedule B or Brussels Commodity code number for all items shipped. This information should be available from your corporate shipping department. If, however, you have difficulty in obtaining this information, please contact us.

Invoice descriptions need to be simple; easy-to-understand terms and provided in both English and Spanish language. If you cannot provide the translation, we will arrange for this translation for a nominal charge. However, it is important to leave adequate space between items on your invoice for translation.

Items for temporary importation into Mexico (any item that will be re-exported at the end of the show) must be packed and invoiced separately from those that will be permanently imported (sold, given-away, distributed). Invoices should plainly indicate whether the goods are for temporary or permanent importation. Items for permanent importation will be subject to the payment of duty and I.V.A. (V.A.T).

### **CUSTOM CLEARANCE IN MEXICO**

The combined commercial invoice and packing list prepared is the only document required by Mexican Authorities. This is also, the same form used for the customs inspection and examination of exhibits at the exhibition grounds. This form acts as an exhibitor's official commercial invoice.

-Commercial invoices and packing lists can be combined on one document if they list quantity, description, and value of EACH ITEM shipped as well as weight and dimensions of EACH PACKAGE in this shipment.



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-Your company's tax ID, VAT or GB Number and any applicable license numbers should also appear on the commercial invoice .

-Make sure to include (in English and Spanish), a complete , precise and simple non-technical description of all items on the commercial invoice.

-Please include the case size and cubic meters (CBM); the following calculations will provide assistance:  
 $L \times W \times H \text{ in inches} \times 0.0000164 = \text{CBM}$

### PROMO MATERIAL / GIVEAWAYS

Please be advised that all promo material / giveaways considered as TEXTIL PRODUCTS such as POLO SHIRT, CAPS, BANNERS, etc is subjected to IMPORT PERMIT granted only to IMPORTERS AND/OR DISTRIBUTORS; however, items intended for TRADESHOWS, CONVENTIONS AND/OR INTERNATIONAL EVENTS can be imported without import permit as long as mentioned items are marked, bordered or printed with CORPORATE LOGO from exhibitor and /or name of the event and celebration dates.

**IMPORTANT:** Please note that ALL SHIPMENTS would be inspected by CUSTOM BROKER to ensure that all goods declared in the commercial / pro forma invoice would match with those packed into crates and or boxes/cartons and to avoid custom fines and/or confiscation of goods.

Please also make sure that values declared in the invoices are actual commercial values as undervaluation would arise on expensive penalties and the application of countervailing duties. In any of the mentioned cases, We would not be responsible for any delay in the custom clearance.

**-MATERIAL NOT RETURNING FROM THE SHOW (I.E. ITEMS TO BE SOLD, LITERATURE, GIVE AWAY MATERIAL , ETC.) MUST BE PACKED AND LISTED ON A SEPARATE INVOICE AS A SEPARATE PERAMENT ENTRY WOULD HAVE TO BE COMPLETED.**

### HAND-CARRIED EXHIBITS

Exhibitors should declare to customs, upon arrival at the airport, all hand-carried items in their customs declaration form which exhibitors must fill upon arrival in Mexico.

Please be advised that every hand-carried shipment exceeding the value of US\$300.00 is subject to Mexican duties and taxes. Hand-carried shipments exceeding the value of US\$1,000.00 require a Mexican custom broker to arrange custom formalities. Please understand that the custom formalities of hand-carried items require the presence of the importing person and may take two days.

If you are hand-carrying goods, it is important that you fax us a copy of your commercial invoice, packing list, flight itinerary, airport of destination in Mexico and passport.



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### **PACKING OF EXHIBITS**

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits which can withstand the rough handling at port of loading and discharging (by stevedores) and including transit forwarding, unpacking and repacking operations at the venue.

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.

### **CLOSING OF EXHIBITION**

We will return empty cases from storage place to stand at the end of the show. We will assist in re-packing according to exhibitor's requirements and will go through customs clearance on behalf of exhibitors.

Exhibitors are requested to declare to customs on the Combined Commercial Invoice and Packing List the disposal of their exhibits as follows:

- a) To be returned
- b) Consumed
- c) Given away/sold

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Exhibitors must not leave the exhibition before handing over return exhibits as well as exhibition documents to us.

### **OUTBOUND CUSTOM CLEARANCE**

We will be held responsible by Mexican custom authorities for final settlement of all customs formalities. Therefore, exhibitors should not allow their exhibits to be taken away from the show ground without prior arrangement with customs through us. Customs re-export report formalities take up to 10 days to process. Please bear this in mind in planning for the next use of your equipment.

In the event of non-compliance and loss of exhibits during the show prior to handover to us, exhibitor shall be held responsible for the duty and taxes and penalty by Mexican Customs if any.

All mentioned charges shall be additional for account of the exhibitor.

### **RETURN OF EXHIBITS**

All exhibits, which have not been sold, consumed or given away, must be re-exported from Mexico or delivered to a bonded warehouse.



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All return shipments, by air, sea or road, will only be arranged when all re-export customs clearance procedures are completed.

**Temporary imports are allowed to stay in a bonded warehouse not longer than eight months. After this period, all exhibits will be returned in order to close all pending custom files. Please be advised that all storage and handling fees are the exhibitor's responsibility.**

### **INSURANCE**

It is the responsibility of each exhibitor to cover for transport insurance during the exhibition and the return of exhibits to domicile, including the period the exhibits are handled by us.

As our tariff is computed on the basis of volume or weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges and exhibitors shall themselves ensure that there is adequate insurance charge for their goods and such insurance shall include a waiver of subrogation against us and/or subcontractors.

Use of our services implies acknowledgment and acceptance of the foregoing.