

Shipping Instructions for

15^a
edição

**Expo
&
Fórum**

Redes Subterrâneas de Energia Elétrica/2019

17 e 18 de junho de 2019

Centro de Convenções Frei Caneca - São Paulo - SP

1- Introduction.....	02
2- Deadlines.....	02
3- Necessary Documentation.....	02
4- Consignment Instructions.....	02
A – Direct Shipments.....	02
B – Consolidated Shipments.....	03
C – Invoices & Packing Lists.....	03
D – Declarations.....	03
5- Labels & Packing.....	03
6- Temporary Shipments.....	04
7- Permanent Shipments.....	04
8- Payment Terms.....	04
9- Declaration for the Consignee.....	04

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 lead to additional expenses incurred.**

2) Deadlines

Shipments must arrive in Brazil no longer than:

05/27/2019	By Air – Airport: Guarulhos (GRU)
05/13/2019	By Sea – Port: Santos (SSZ)
04/25/2019	By Truck – Warehouse: EADI

In any such cases of belated shipments, HSM Events 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 AUTHORIZATION. 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 – Invoice
- 2 – Packing List
- 3 – A copy of a document confirming the Participation on the Event
- 4 – Declaration / Nomination letter for the Consignee (*See Model on the last page*)
- 5 – Airway Bill (AWB) / Bill of Lading (B/L) / Truck Bill of Lading (CTRC)

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 to HSM Events, instructions will be sent once the shipment was closed.

Notes: 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 to your deconsolidate agent. If necessary, we can check the deconsolidation with our agent, to be verified case by case, instructions will be sent once the acceptance of the quote was signed and stamped.**

HAWB or HB/L **must be consigned to HSM Events, instructions will be sent once the acceptance of the quote was signed and stamped.**

Notes:

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 HSM Events, instructions will be sent once the acceptance of the quote was signed and stamped.**

INVOICE must be filled on exhibitor's letterhead paper in the English or Portuguese with the inscription "**Commercial Invoice to permanent shipments and Profoma Invoice to temporary shipments**" and it must contain the following information:

- Consignee – (will be sent once the shipment was closed)
- Invoice number
- Invoice date
- Place and Date of Dispatch
- Quantity shipped
- Full and detailed 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 (at least the 4 first numbers)
- Net Weight per item & Gross per volume
- Total FOB Value
- Total Air/Sea/Truck Freight Charge (should be the same as mentioned on AWB or B/L or CTRC)*
- Total CIF Value (Total Freight Charge + Insurance + Total FOB Value)
*You can choose as well to just keep the invoice as FOB.

PACKING LIST must also be filled on exhibitor's letterhead paper in the English or Portuguese with the inscription "Packing List". Note that "Invoice/Packing List" together as one sole document is not accepted in Brazil. 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 CTRC

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

Paperwork for Temporary Admission, use the following declaration:

"Bens sem cobertura cambial sob admissão temporária destinada ao evento REDES SUBTERRÂNEAS DE ENERGIA ELÉTRICA/2019 a ser realizado nos dias 17 e 18 de junho de 2019 no Centro de Convenções Frei Caneca, São Paulo, SP, Brasil"

Paperwork for Permanent Admission, use the following declaration:

"Bens sem cobertura cambial sob regime de importação definitiva destinada ao evento REDES SUBTERRÂNEAS DE ENERGIA ELÉTRICA/2019 a ser realizado nos dias 17 e 18 de junho de 2019 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:

To HSM Events	Case Number: ???/?/? (e.g.: 1/15 , 2/15 ... 15/15)
Exhibitor: <Exhibitor Name>	
REDES SUBTERRÂNEAS DE ENERGIA ELÉTRICA/2019 17 e 18 de junho de 2019 Centro de Convenções Frei Caneca, São Paulo, SP, Brasil	
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 or, if need HSM can keep with a small cost. 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 transferred to a licensed Importer in Brazil, allowed to receive**. Goods **CANNOT** be sold during the show and after the event they must return to Customs control, after this, the cargo can be transferred to the importer licensed in Brazil to 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 and fines 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

HSM Events cannot 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 after **HSM Events** financial department send an Invoice with the bank data.

9) Declaration for the Consignee

Customs request a declaration from the exhibitor confirming that they consigned HSM Events is in charge of taking care of their cargos to be exhibited at the Venue.

The declaration must be issued on exhibitors' letterhead paper and signed in blue. The text will be sent after the acceptance of the quote.