



International Forwarding and Customs Manual

Dear Sir/Madam,

Our shipping manual will assist you in the correct and timely dispatch of your exhibits. Please do not hesitate to contact us if you require clarification on any points.

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YOUR DEDICATED CONTACTS

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Mr. Jerry Nance
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ARRIVAL DEADLINES / TIME SCHEDULE

AIRFREIGHT

- | | |
|--|-------------------------------|
| ➤ Copies of Airway Bill by Fax | 2 days before arrival |
| ➤ Commercial Invoice & Packing List General Items | 15 days before arrival |
| ➤ Necessary Documents for Medical Items | January 19, 2019 |
| ➤ Arrival of Airfreight at Mexico City Airport | April 26 |

ROADFREIGHT TO LAREDO, TX

- | | |
|--|-------------------------------|
| ➤ Copies of Airway Bill by Fax | 2 days before arrival |
| ➤ Commercial Invoice & Packing List General Items | 15 days before arrival |
| ➤ Necessary Documents for Medical Items | January 19, 2019 |
| ➤ Arrival of Roadfreight at Laredo warehouse | April 22 |

Any delay with above mentioned arrival dates would be subject to 30% late arrival surcharges on our rates. Whilst every effort will be made to clear the cargo to the exhibition prior to the opening, no guarantees can be given. Surcharges will apply regardless of the delivery date to your booth.

CONSIGNMENT INSTRUCTIONS

For AIRFREIGHT SHIPMENTS please consign as follows:

Consignee: Millenium Cargo, S.A. de C.V.
"Exhibitor Name"
ISAKOS CONGRESS 2019
Tel : (52)(55)5362-7899

For ROADFREIGHT SHIPMENTS to LAREDO, TX please contact:

Please contact: Mr. Jerry Nance
(+1) 404 675 2916
E-Mail: jerry.nance@kuehne-nagel.com

Service on Waybills: "FREIGHT PREPAID"

Cargo despatched under "freight collect" basis will be paid on your behalf plus 20% outlay commission! Additional charges will apply for wrong consignee details!



DOCUMENTS

In order to allow us to clear your goods on time it is essential to provide us with clear and complete sets of documents:

1. Copy of the bill of lading
2. Copy of the airway bill (Air Freight Only).
3. Commercial Invoice and Packing Lists in English (attached)
4. Original Carnet ATA (if applicable)
5. **Import Permit by COFEPRIS for items of medical/surgical use**
(Kuehne + Nagel can apply for this permit on behalf of the exhibitor – 60 days required)
6. **Phytosanitary Certificate from Country of Origin for items of medical/surgical use**
7. **Free Sale Certificate for items of medical/surgical use**
8. Copy of Insurance Policy if any

INVOICES

All invoices shall be in English language only and include the following information (please use attached format):

- ✓ Show-name and Show-dates
- ✓ Name of exhibitor, address, contact name and number
- ✓ Mode of transport (air, sea or road) & port of entry
- ✓ Exact description of Goods incl. brand names
- ✓ Harmonic (Brussels) commodity code of material: see <https://hts.usitc.gov/>
- ✓ Size and type of packing used for each individual item
- ✓ Gross & net weight of material
- ✓ Country of origin
- ✓ Terms of sale
- ✓ Tax ID Number

NOTE:

- Most of the products for this Congress require Import authorizations by Mexican Health Authorities (COFEPRIS - Federal Commission for the Protection against Sanitary Risk).
- Kuehne + Nagel can apply for these import permits on behalf of each exhibitor but cannot guarantee its issuance as this is totally up to the Mexican authorities.
- The request for this authorization must be presented 90-60 working days prior to the arrival of the goods to Mexico.

PROHIBITED GOODS

Due to the customs restrictions please be so kind to not send any of the following items:

Do not include food products, alcoholic beverages, arms, explosives, fireworks, tobacco, pharmaceuticals or products made from animal parts or of endangered species materials in your shipment. Please contact KN for further information and clarification whether goods can be imported or not.

The above-mentioned list is not exhaustive and subject to change at any time by operation of law. In all instances, the approval of import permits/licenses is solely at the discretion of the relevant government authorities at the destination country and we cannot be held responsible for their refusal to grant such permits, even if the goods have already arrived at the destination port.



CASE MARKING

➤ Case marking

All cases being sent to the exhibition must be marked as follow:

Exhibitor : your company name
Exhibition Name : **C/O ISAKOS CONGRESS 2019 - Booth No.:**
Cancun ICC
Made in... : "Country of Origin"
Case No. : 1 of x
Gross Weight :
Dimensions in cm :

(Please use our attached label)

PACKING / FUMIGATION

- **WOOD PACKAGING MATERIALS** (also pallets) have to be **FUMIGATED** with methyl bromide or Heat treatment of minimum wood core temperature of 56° C/133° F for a minimum of 30 minutes. All wooden material has to be marked legible and permanent. The mark must be approved by **IPPC** (International Plant Protection Convention). Failure to comply will result to problems with the customs clearance, delays at the delivery and high fines.
- **Temporary** exported and **permanent** exported items have to be packed and shipped completely **separately** otherwise the cargo will be stuck at customs.
- Please ensure your equipment is packed in **strong**, waterproof packing **cases**, which lends itself to being re-packed after the exhibition. Please bear in mind that your exhibits will be in transit for long periods both to and from the exhibition, and that cartons are not suitable to withstand the constant handling that takes place during transshipment. Outdoor-/Open air handling is sometimes inevitable, even if it rains.
- **Insufficient packaging**
Kuehne + Nagel is not responsible for any damages or loss if the shipments are packed insufficient.

INSURANCE & LIABILITY

Our tariff is computed on the basis of volume or weight and has no correlation with the value of exhibits, it follows that the costs of insurance is not included in our charges. It is the responsibility of each exhibitor to arrange a full transit Insurance Policy covering transport to the exhibition, during the exhibition, and return of exhibits to domicile, including the period the exhibits are handled on-site by us or any subcontractor. Insurance shall include a waiver of subrogation against Kuehne + Nagel and its agents and/or subcontractors.

Kuehne + Nagel can offer an insurance coverage on your behalf and cost of the exhibitor upon written request.



GENERAL CONDITIONS

All business is only transacted in accordance to the Kuehne + Nagel standard trading conditions, which are available upon request. Kuehne + Nagel does not take any responsibilities for exhibits that are not allowed by the organizer or the US customs to be displayed or sold, for any duties and taxes of sold exhibits or loss of exhibits whilst on display at the venue. Furthermore, all work is undertaken at owners risk, the exhibitors are liable for damages and additional cost resulting from the incorrect declaration of the weights and measurements of the packages, as well description of content of cargo mentioned on invoice/packing list.

TERMS OF PAYMENT

All our services are due for immediate payment unless you have engaged the services of our overseas offices or agents, in which case you will be invoiced by them directly. Payments are to be made by credit card or by bank remittance to our bank account and must be received by us as follows:

Inward Movement: Upon uplift of goods, prior to delivery to venue
Outward Movement: Upon presentation of invoice, prior to delivery to your premises.

Details of our bank account are as follows: (Remitting charges are to be borne by the exhibitor)

| | |
|-----------------|-------------------------------------|
| Account Name: | Kuehne + Nagel Services Ltd. |
| USD Account No: | 30789655 |
| Bank's Name: | Citibank NA |
| Bank's Address: | 399 Park Avenue, New York, NY 10043 |
| ABA: | 021000089 |
| SWIFT code: | CITIUS33 |

Credit Card: we accept Visa, MasterCard, American Express. All transactions are subject to a 3% disbursement fee on invoice value.

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.

Should you require any further information regarding the above, please do not hesitate to contact us.

Yours faithfully,

KNExpo Service

Kuehne + Nagel

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HANDLING SERVICES & RATES

1) INBOUND or OUTBOUND HANDLING

2.1. AIR SHIPMENT TO MEXICO CITY

From free arrival Mexico City air terminal up to delivered exhibitors booth, removal and storage of empty packaging material, on-site delegation:
Minimum charges per exhibitor/consignment:
Airport terminal charges:

USD 2.85 / kg chargeable weight
USD 1,300.00
USD 195.00 / consignment

2.2. ROAD SHIPMENT TO LAREDO, TX

From free arrival Laredo, TX warehouse up to delivered exhibitors booth, removal and storage of empty packaging material, on-site delegation:
Minimum charges per exhibitor/consignment:

USD 3.10 / kg chargeable weight
USD 1,550.00

2.3. ON-SITE HANDLING OF LOCAL EXHIBITS

From arrival exhibition site up to booth, removal and storage of empties:

USD 75.00 / full cbm minimum

3) ANCILLARY CHARGES

- | | |
|---|----------------------------------|
| a) Translation of List of Exhibits into Spanish | USD 25.00 / page |
| b) Official Custom Clearance "Honorarios" | |
| - up to USD 100,000.00 value: | 0.85% over CIF value |
| - above USD 100,000.00 value: | 0.75% over CIF value |
| - Minimum Honorario: | USD 425.00 |
| c) Customs Clearance processes: | USD 550.00 / consignment |
| incl. official revision, cargo inspection, communication, documentation | |
| d) Import Duties & Taxes | as per outlay if any |
| e) COFEPRIS import authorization requests | as per outlay + USD 150 |
| f) Surcharges for cargo arriving after Deadlines | 30% on corresponding items above |

NOTE: All above rates are understood net and are subject to 16% Mexican IVA / VAT

ANNEX

| | |
|-----------------------------------|---|
| 1. Invoice Packing List | Click Here for Invoice Form |
| 2. Credit Card Authorization Form | Following pages |
| 3. Agent List | Following pages |
| 4. Label | Following pages |



CREDIT CARD PAYMENT FORM

Payment Policy: Payment for services—Kuehne & Nagel, Inc. requires payment in full for all services. Further, Kuehne & Nagel requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include air freight, sea freight, customs clearances (either abroad or U.S.), on site handling, which may include labor and other services either at show site abroad or within the country.

Method of Payment: Kuehne & Nagel accepts MasterCard, Visa and American Express. Purchase orders are not considered payment. If you want to make a wire transfer, these transfers must be received prior to goods being delivered at show or prior to release of goods after show.

All shipments require a credit card authorization. If you elect to pay via wire transfer or check, these payments must be received in accordance the above Method of Payment Section. In the event payment is not received in accordance with the terms and conditions and this form, you agree to Kuehne & Nagel charging the credit card for all outstanding amounts.

You agree to late fees of 1.5% per month on any balance which is not paid or for which your credit card has been declined. Below authorization is good for one year from date of signature.

Credit Card Authorization

Provide Expiration Date: __/__/__

Corporate ☐

Personal ☐

Company Name: _____

Show Name: _____

Card Type: _____

Card Number: _____

I.D. Code: _____

Amex (right hand corner)

Name on Card: _____

Visa / Mastercard (back of card)

Cardholder's Billing Address: _____ City _____

State _____ Zip Code _____ Country _____

For your convenience Kuehne & Nagel will use this authorization to charge your credit card for any additional amounts ordered by your representative for services rendered to your company for the event. Any disputes must be conveyed to Kuehne & Nagel in writing after payment of the invoice in full. I understand and accept these Terms & Conditions. (Check Box)

☐

Cardholder Signature: _____

Date: _____

**LIST OF KN EXPO & EVENT LOGISTICS OFFICES AND KEY AGENTS****AUSTRIA****KNExpo Service**

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KN Expo Service



EXHIBITION

ISAKOS CONGRESS 2019

CONSIGNEE

TO SEND VIA

☐

AIR

☐

SEA

☐

TRUCK

DESTINATION

CANCUN ICC

EXHIBITOR

MEASUREMENTS (CM)

L

W

H

BOX NO.

OF

STAND NO. / HALL NO.

URGENT EXHIBITION MATERIAL
DO NOT DELAY