



Introduction

Kindly note that Hermes is the sole official on-site agent nominated by **KENES** to handle all in/out shipments arriving to this congress.

Hermes and Hobbit Worldwide logistics will be handling the services for the ISPRM 2017 congress

We are pleased to inform you of the arrangements for shipping, international freight forwarding, customs clearance and on-site services

Please note that you may use any transport company up to the venue door. However, no other company is permitted to deliver, operate, and handle goods inside the venue.

Range of services

- Transport, national or international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time slot management
- Unloading, delivery to exhibition-stands, forklifting,
- Storage of empty boxes and crates during the event
- Accessible storage for brochures and give-away items during the event
- On-site assistance and supervision

This shipping manual will assist your preparation for the correct and timely dispatch of exhibits to the congress. Please follow the instructions closely.

General Information

Contact Details:

Hermes Exhibitions & Projects Ltd.
Contact: Ms. Zehavit Akerman
Tel: + 49 6173 966 95 28
Mobile: +972 52 511 4982
E-mail: zehavitak@hermes-exhibitions.com

The rules and regulations for importing goods into Argentina are very strict. Please read and follow the shipping instructions. Deadline dates and most important Customs Regulations are listed below.



Shipment Categories

All shipments must be packed, labeled and sent according to the appropriate category (see below). Please use only the attached labels. Please do not mix different types of shipments in one box.

Categories:

- (1) Insert-for participant bags
- (2) Marketing/promotion material-for unmanned display
- (3) Exhibition goods-for exhibition stand only

Handling cost

Handling of your shipment will be charged as per dedicated rate offer based on the following information:

Air / ocean shipment
Number of pieces / dimensions/ weight per piece
Freight cost
Cargo value temporary / final importation

Deadline for arrivals / pre- advance details

Documents deadline (by E mail)

Temporary 7 working days before shipping
Permanent 13 working days before shipping

Cargo Deadline

Sea Freight Shipments to Buenos Aires Port: April 3 rd., 2017
Air Freight Shipments to Ezeiza – Buenos Aires Airport: April 10, 2017
Inland Transport – Truck Shipments: April 10, 2017

We won't accept shipments that arrive after deadline without a signed "Late arrival form" (Please *find sample at ANNEX 1*).

Late arrival surcharges after deadlines: 35%

However, we will make all reasonable efforts to ensure delivery before the show opens; however, no guarantees can be given. The surcharge will apply regardless of delivery date to the show site.

For all shipments: docs and info should be sent: Depending on the kind of shipment

Cargo must not be shipped without our previous approval

Consignee and information in each document will be provide as soon as we receive shipment details

Temporary & Permanent shipments must be packed and documented separately.

Temporary entry

The venue in Buenos Aires is not a customs bonded area and temporary imports will require a Bank Guarantee in order to avoid payment of duty. In case you handled your shipment with HOBBIT, we will provide this guarantee upon application.

All products imported under temporary admission in Argentina must be either returned to the origin or any another country.

Goods CAN NOT be sold or given during the show.



Shipping documents

Commercial Invoice & Packing List in Spanish completed on Hobbit's form (1 original and 1 copy by e-mail on excel file). In some cases (depending on the type of product or country of origin), Certificate of Origin may be required.

Permanent entry

***** VERY IMPORTANT:** For every permanent importation, it must be presented into Customs a Legal Statement (known as **SIMI**) informing the material the exhibitor intends to ship. Once this is filed and presented we need to wait for its authorization accordingly. ***For this reason, we need to receive copy of Commercial Invoice at least 13 days prior to when the exhibitor is willing to ship.***

Note that once the information has been submitted it cannot be altered.

Some HC needs a special License called "NON AUTOMATIC LICENSE" (LNA) and for this it is required more time. Please check

Please note: Shipments, which are not addressed to Worldwide Logistics S.A, can't be accepted.

All trade advertising, giveaways, promotional literature and expendable items must be shipped only as PERMANENT ADMISSION.

Duty rates in Argentina are very high. Average rate is 85 % on CIF value. Be sure to declare the correct prices, as Customs may not agree with the declared value, causing delay and significant penalties. An Official Price List may be required.

Be careful with your permanent shipment.

If you are planning to send any of the following items, please contact us to check if they can be imported or if any certification is required.

Food and beverages
Toys
Brochures and printed material
Batteries
Fabrics
Electrical and Gas Equipment

Shipping documents

Proforma Invoice & Packing List in **Spanish** completed on Hobbit's form (1 original and 1 copy by e-mail on excel file).

Transport documents:

- AWB: original by airline
- CRT: original by Truck Company
- B/L: 2 originals sent by courier + full set of documents.

Sanitary documents (for food stuff, plants, animals. medical equipment), if necessary, by e-mail in advance and Original by courier. In all cases it must be issue according to the agreements between the origin country and Argentina Sanitary Department. Ask in your local Sanitary Department.



Invoices and Packing lists should be consigned to:

WORLDWIDE LOGISTICS S.A./

"_____ " (Exhibitor's name)

Para: "EXHIBITION'S NAME"

Alsina 1290, 5° B – Buenos Aires, Argentina

Invoices must be completed as follows:

- On attached from with Exhibitors Logo.
- In Spanish Language (*translation from English to Spanish is available upon request. Cost for this service will be quoted accordingly*),
- with the inscription "Original Invoice".
- Consignee - as detailed above.
- Invoice number.
- Place and Date of Dispatch.
- Full description of all items including brand, serial and part number and constituent material if applies.
- State if goods are new (never been used) or used (maybe in other show or as demo).
- The Incoterm used must be FOB.
- Unit price: Every individual item, including give-away items and brochures, must have a FOB value expressed in U.S. Dollars or Euros. According to the local Regulations, this value may be adjusted following Customs requirements.
- Total price,
- Harmonized (Brussels) System code for each invoiced item,
- Gross & Net Weight / quantity of packages,
- The following declaration must be indicated for **temporary admission**:
"Mercadería únicamente para ser exhibida en "EXHIBITION'S NAME", y retornará a origen después de la feria".
"Mercadería de Origen (Country of Origin - Country of manufacture)"
- The following declaration must be indicated for **permanent admission**: *"Valor solo a fines aduaneros"- "Mercadería únicamente para ser exhibida en "EXHIBITION'S NAME" – Mercadería Sin Valor Comercial.*
"Mercadería de Origen (Country of Origin – Country of manufacture)"

Please to assist with customs clearance, provide a descriptive brochure, catalogue or internet site with photograph describing your material.

IMPORTANT NOTE: Please do not place any items in your boxes that are not declared on your commercial or proforma invoice/packing lists. Untrue information to the Custom Service will result on high fines and penalties for the shipper and even non delivery of goods on time for the show.

CUSTOMS DUTIES & TAXES

All trade advertising, giveaways, promotional literature and expendable items must be imported only as PERMANENT and are subject to import duties and taxes. This amount will be administered and assigned by the Customs Administration and will be applicable only for consumable goods.

IMPORTANT

All goods imported by Hobbit® Worldwide Logistics S.A. are only for exhibition and giveaway purposes. The sale of these products is forbidden according to tax regulations in Argentina.



Air Freight for individual direct Airway bill,

Consignee: WORLDWIDE LOGISTICS S.A./
" _____ " (Exhibitors' name)
CUIT: 33-70735073-9
Para: "EXHIBITION'S NAME"
Stand # ___ - Hall # ___
Alsina 1290, 5° B
Buenos Aires – Argentina
Notify: WORLDWIDE LOGISTICS S.A.
Tel: 4382-8182 Fax: 4382-8191

Freight value must be shown on air waybills. **DO NOT DECLARE FREIGHT "AS AGREED"**
Temporary cargoes must be macked and shipped on a separate B/L, CRT or AWB (or HAWB) from permanent goods
If you have to include NCM Code, please ask us before including them on the transportation documents.

NOTE: All exhibition goods must be sent **"Freight Prepaid"**

Ocean Freight Please ask for instructions

Courier shipments

Exhibition goods shipped through courier services have restricted regulations in Argentina.

Courier companies may not deliver shipments weighing more than 49 Kg. and for a value exceeding of USD 999.00

In addition there are other many restrictions based on the nature of goods

We extremely don't recommend this kind of shipment.

Handling and delivery charges will apply for couriers consigned to us. Do not ship goods via courier without our previous advice.

Courier services can be used as international transportation but once the shipment arrives to Buenos Aires Airport customs clearance will be required. Door to door service doesn't apply. **All courier shipment must be send PPD terms. (delivery duties paid)**

Special medical products & equipment

Do not ship Medical Products & Equipment before our previous confirmation.

Special shipping instructions should be following for this type of products as per attached file.

SPECIAL SHIPPING INSTRUCTIONS FOR MEDICAL MATERIAL _ EQUIPMENTS.pdf

Other important information

- Packing in wooden crates and pallets, require fumigation process in origin.
- Do not ship Electrical Parts, Foodstuff & Beverage or courier mails before our previous confirmation.

On site services

Companies requires handling equipment (forklifts, cranes and manpower) during Build-up and Break-down, please contact Hermes before **March 27th, 2017.**

in order to quote you for this service and schedule your request.

This service will not be available without previous appointment.



Return goods

Approximately three weeks are required for the previous warehouse verification and preparation of all documents for re-export of exhibits and the obligatory Customs inspection. **If you need your exhibits to be forwarded to another exhibition, and/or on a shorter deadline, please send detailed instructions when you request your quotation.**

All products imported under temporary admission in Argentina must be either returned to the origin or to another country sold to a licensed Argentine Importer. **Goods CANNOT be sold or given during the show.**

Every good must be given back to Hobbit ® after the show. If during the dismantling we don't receive the goods that were imported under temporary basis, we'll have to issue a police and customs report for the missing goods. This will carry the payment of duties and taxes + very high penalties due to the wrongful removal of these goods from customs control.

We doesn't handle the shipments to other freight forwarders due to the responsibility we have as the cargo's importer.

Insurance

We strongly recommend that all exhibitors arrange insurance coverage to include transit to and from the exhibition, whilst on display and in storage. Please note that Merkur Expo Logistics do not insure automatically unless asked to do so in writing. Please note that it is the exhibitors' responsibility to ensure that if goods are left on the stand, adequate security measures are taken to ensure the security of such items. Merkur Expo are not liable for any losses, left or pilferage.

Basic Conditions of Contract

All services will be billed according to the tailor made rate offer based on each shipment information

All work undertaken is subject to the local Forwarders terms and conditions, CMR, newest edition,.

Terms of payment

In order to start the corresponding Customs procedures and operations, total amount of expenses previously quoted, must be credited on our Bank. Remitting Bank charges are for exhibitor's account. We will inform our bank details on time.

However our total handling charges will be confirmed after customs clearance.

The balance between your deposit and our invoice will be informed at time of the delivery to stand.



ANNEX 1

LATE ARRIVAL FORM

ISSUED IN CUSTOMER FORM

The undersigned representative of _____ had been advised by
(Shipper/Company)

HOBBIT® WORLDWIDE LOGISTICS S.A. that due to excessive time constraints, their

Shipment from _____ to _____ may not clear customs in
time

Origin Destination

For delivery at the requested time and place as indicated on the International Shipping
Order.

_____ has instructed HOBBIT® WORLDWIDE LOGISTICS S.A.

The undersigned

And its authorized agents to ship their freight despite time constraints, releasing HOBBIT®

WORLDWIDE LOGISTICS S.A. and authorized agent from any responsibility for late

Arrival and accepts all financial obligations for the shipment to the above destination.

Signed:
.....

Date:

Name and Title:
.....

Company:

AS AGENT:

Signed

Date.....

Name.....

Title.....



**SPECIAL SHIPPING INSTRUCTIONS
FOR
MEDICINE and MEDICAL/DENTISTRY
MATERIAL & EQUIPMENTS**

The National Authority is:

A.N.M.A.T. – National Agency for Medical and Medical/Dentistry Technology

All products that are not approved in Argentina by A.N.M.A.T. must be imported as
TEMPORARY IMPORTATION (if this Agency issues a special authorization).

**We need the following documents before send your shipment, in order to get the
TEMPORARY IMPORT SPECIAL AUTHORIZATION**

- FREE SALE CERTIFICATE for FOREIGN COUNTRIES
- Full information about the application for this material and the technical description
IN SPANISH
- Brochures and/or web site (technical info)

- Pro-Forma Invoice and Packing List issued as usual
- Copy of Transportation Document (AWB – B/L – CRT)

VERY IMPORTANT

With this information on hands, we start bureaucratic procedures in the A.N.M.A.T.
(standard procedure need 6 labor days)

We will inform you about that, this mean if your merchandise was approved or not for a
TEMPORARY IMPORT procedure

YOU MUST NOT SHIP BEFORE OUR CONFIRMATION / APPROVAL

As you know, please do not ship any merchandise or products with expired date

Do not hesitate to contact us for any additional information
Best Regards

HOBBIT ®
Worldwide Logistics S.A.
Phone: (54-11) 4382-8182
Fax: (54-11) 4382-8191
e-mail: hobbit@hobbit.com.ar

We wish you a successful experience!
Hermes – Merkur



**Order Form Direct Delivery to Venue
Time slot request**

This is a compulsory form for all exhibitor or suppliers

Please return by e-mail to Hermes Merkur Deadline for receipt _____

Name of Exhibitor	
Hall / Stand #	
Contact on-site	
Phone #	
Payment will be covered by	

Cargo information	
13.6 Truck	
7.5 Truck	
Partial shipment (weight Volume	

Preferred time slot		
Service	Date	Time
Move in / delivery		
Move out / pickup		

Requested by	
Full name	
E-mail	
Tel	

Upon confirmation of your time slot

Please send truck details to arrange the registration



Pre advise, Material handling information and payment confirmation

Dear Exhibitor / Stand Builder / PR Company,

Please return the below form duly filled in to Hermes Merkur

Congress name	
Exhibitor name if applicable	
Stand # if applicable	

	Insert	Marketing	Exhibition goods
Advance Warehouse			
Direct to Venue			
Door to Door			

Company details responsible for shipping

Publisher	
Stand Builder	
PR Company	

Contact person	
Tel	
E Mail address	

Shipping information

Purchase order #	
Truck size	
Courier tracking #	
Airway bill number (AWB #)	
Number of pieces	
Weight in Kg	
CBM	

Payment confirmation

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

Company name _____ VAT No.: _____
 Street _____ City _____
 Zip _____ State _____
 Contact details _____ TEL _____ [E-M@IL](mailto:info@hermesmerkur.com) _____
 P. Order # _____
 Credit card holder _____
 CVC (The last tree numbers on back of credit card) _____
 Credit card number _____ VISA / DINERS / MASTER CARD
 Validity, month _____ year _____ Security code _____

Payments by credit card additional 3.00 % service fee will be added , for AMEX 3.5%.

Important!

Please enclose a copy of both front and backside of your credit card

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



SHIPPING LABEL

EXHIBITOR NAME

CONGRESS NAME: ISPRAM 2016

Buenos Aires - ARGENTINA

Hall No. _____ Stand No _____

Number of pcs _____ Out of _____

Gross Weight (kg)

DIMENSIONS (CM)

TEMPORARY ADMISSION OR DEFINITIVE ADMISSION (If applicable)