



XII Andean Gaming Fair - FADJA 2010
COFRERIAS Exhibition Center - Bogota - Colombia
April 21 & 22, 2010

Instruction Letter

This Instruction Letter contains a list of the services we provide for the international transport of the goods to be exhibited, customs clearance of them, and exhibits moving within the show floor. It also includes all the necessary information about dates, documentation, general procedures and regulations stated by Colombian Authorities.

Our Services

- International transport
- Preparation of Import Declaration (temporary and/or permanent.)
- Obtainment of temporary imports guarantees (in case it applies)
- Payment of applicable fees and charges at port or airport.
- Payment of storage, import duties, taxes and custom charges.
- Inland freight from port/airport to the In Bond Warehouse, and from there to the show's venue.
- Hiring of security guard and insurance (in case it applies)
- Loading / Unloading goods at the show floor.
- Delivery at the booth.
- Inland freight, loading, unloading and storage of empty crates.
- Transportation from the venue to the warehouse after the show's closure.
- Re exportation and/or domain transfer.
- Goods transportation within the show floor (unpacking, assembling, dismantling and repacking staff, supply of forklifts and cranes.)
- Goods transportation & storage at Free Trade Zone for unlimited time.

Deadlines

Cargo is to be in Colombia prior to the following dates:

🕒 Seafreight:	March 31, 2010
🕒 Airfreight:	April 13, 2010

Please note:

- Any cargoes arriving after the deadlines will be subject to additional charges.
- Should the cargo miss the deadlines, ASAP will not be responsible for late arrivals to the show floor.

Marks & Numbers

All packages must be clearly marked on at least one side and the top, showing the following information:

- ☐ CORFERIAS S.A. – Bogotá - Colombia
- ☐ Usuario operador de zona franca – Código 942
- ☐ XII Feria Andina de Juegos de Azar “FADJA 2010”
- ☐ Exhibitor’s name
- ☐ Pavilion and booth number
- ☐ Measures, in centimeters
- ☐ Número of package (i.e.: 1/5)
- ☐ B/L or AWM number
- ☐ Gross weight / net weight, in kgs.

Please note:

- Please make sure to pack exhibits in crates, cases and/or boxes suitable for international transport. A safe packaging is essential to assure a safe delivery of goods at the booth.
- If goods are to be repacked after the show, we recommend to avoid carton reuse.
- Should the crates be locked with padlocks, exhibitors are strongly advised to send ASAP the keys and/or combination numbers so that they can be opened for customs verification. In case of lack of them, the goods could suffer severe damages due to be physically forced by the customs authorities.

- Provide special inscriptions on the crates (e.g.: arrows, fragile, do not pile, etc.) when necessary.
 - **Wooden crates and wooden mounting items should be clearly stated in the transport document (B/L or AWB). Otherwise, clearance of goods may be delayed by sanitary authority.**
 - **In case of wooden crates use, they MUST be certified by competent authorities (Norm Nif 15).**
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DOCUMENTS REQUIRED

Commercial Invoice

Invoices must be consigned to:

CORFERIAS S.A. – Usuario Operador de Zona Franca – Código: 942
XII Feria Andina de Juegos de Azar – FADJA 2010
Exhibitor's name
Centro de Exposiciones Corferias
Bogotá - Colombia
Phone / Fax: +57-1-479-9999 / +57-1-474-6000
Booth number:

Invoices must contain the following information:

- Invoice number.
- Description of each item.
- Unitary price per item.
- Total amount of invoice (only in US dollars or Euros).
- Custom codes by item.
- Incoterm followed of the city. (i.e.: CIF BOGOTA).
- Add the legend: **“GOODS TO BE EXHIBITED AT “FADJA 2010” AT “CORFERIAS EXHIBITION CENTER”, APRIL 21 & 22, 2010”.**

Packing List

Packing list must show every single item included in the invoice, with the following information:

- ☞ Number of Crate/Case (i.e.: 1/5)
- ☞ Gross Weight – Net Weight, in kilograms, per package.
- ☞ Measurements in centimeters.
- ☞ Contents of the Crate/Case.

Please note: Under no circumstances should the packing list be attached to cargo.

Rocha 935 – C1166AFA – Buenos Aires - Argentina – Ph.: (54-11) 4301-5990 – Fax: (54-11) 4301-5933
E-mail : cristian@asapce.com.ar – www.asapce.com.ar

Transportation Documents

SEA FREIGHT

B/L must be issued as follows:

- Shipper: Exhibitor or its freight forwarder / Address
 - Consignee:
OTM SEA LOGISTIX LTDA.
CORFERIAS S.A. – Usuario Operador de Zona Franca – Código 942
XII Feria Andina de Juegos de Azar – FADJA 2010
Exhibitor's name – Booth Nº....
Centro de Exposiciones Corferias
Bogotá - Colombia
Phone: +57-1-479-9999 / +57-1-474-6000
- Notify to: World Cargo International Ltda
Phone: +57-1-479-9999 / +57-1-474-6000
- Goods description: All descriptions should be consistent. It means that **B/L** description **MUST BE IDENTICAL** to the **INVOICE** and **PACKING LIST** descriptions. Gross weight, number of pieces (i.e.: 1x20 with 5 pieces of slots machine, gross weight 1500kg). This is very important to allow DIAN (customs authorities) authorizes the completion of the freight.

AIR FREIGHT

For airfreight, the AWB must be issued as follows:

- Shipper: Exhibitor or its freight forwarder / Address

- Consignee:
CORFERIAS S.A. – Usuario Operador de Zona Franca – Código: 942
XII Feria Andina de Juegos de Azar – FADJA 2010
Exhibitor's name
Centro de Exposiciones Corferias
Bogotá - Colombia
Phone / Fax: +57-1-479-9999 / +57-1-474-6000
Booth number:

Notify to: World Cargo International Ltda
Phone: +57-1-479-9999 / +57-1-474-6000

In any case, please add the following note to the transportation document: **“GOODS TO BE EXHIBITED AT “FADJA 2010” AT “CORFERIAS EXHIBITION CENTER”, APRIL 21 & 22, 2010”**

- All cargoes must be shipped to a Colombian port or airport, depending on the mean of transport.
- The AWB or B/L must clearly show the total amount of freight charges. The term “As Agreed” is not allowed.
- All freight charges must be **PREPAID**.
- **Permanent Imports and Temporary Imports must be shipped with different sets of shipping documents. Also beverages and edibles must be shipped separately.**
- It is highly recommended to avoid consolidated shipments. Nevertheless, if the exhibitor chooses such shipment, **our company will not be responsible for any delay deriving from consolidation procedures.**

Authorization

Is very important that the exhibitor grants us an authorization for the DIAN (customs authorities), whereby authorize us to make all customs clearance of the goods on behalf of the exhibitor. Preferably, it should be sent with the goods documentation. Otherwise, we should have knowledge of the person that will be in Colombia as the exhibitor's representative, his phone number and address to provide us the authorization.

Insurance Certificate

The cargo destined to the show must be insured on a “Door to Door” basis. A copy of the insurance policy should be attached to the shipping documents. Should the exhibitor request it, ASAP may hire the required insurance.

Merchandise information

Along with the shipping documents, shipper must send brochures, catalogues, pictures, etc. in order to proceed with the proper classification of goods. In most cases, such information must be sent in advance to ASAP by fax or e-mail.

Documentation Arrival

- **For sea freight shipments, original documents must be in Colombia at least 5 working days prior to cargo arrival.**
- For air shipments, original documents must be attached to the AWB.
- For land shipments, original documents must be sent together with the cargo.
- In all the cases, copies of the documents must be sent to ASAP by fax or e-mail within the time limit of 24hs. after the shipment.

Temporary Import Guarantee

In case it is necessary, ASAP will provide the required guarantees with charges on the exhibitor.

Empty Package Storage

Our firm can take care of empty crates or cases during the show. The service involves pick up, inland freight from the show floor to the warehouse and from the warehouse to the show floor, storage and loading / unloading. At exhibitor's request, ASAP will include this service in the main quotation.

General Information

- Printed matter, giveaways, gifts, and any other promotional material, are free of import duties up to certain amounts, but the paperwork and handling have a cost anyway. Please be aware of the costs this kind of imports involves in Colombia. Please ask for advise BEFORE THE SHIPMENT.
- Temporary imports for this show will be allowed to stay in Colombia for the time limit stipulated by customs. Upon expiration of this term, goods must be reshipped or nationalized (conversion of temporary import to permanent.) Otherwise, if there are no written instructions on the part of the concerned party, the cargo will be sent to a Free Zone, with charges on the exhibitor.
- Storage after the show is free for a 15 days period. After that, we'll bill the exhibitor for the storage charges.

Payment Instructions

The whole amount of our quotation must be credited to the account to be informed in the corresponding quote, before cargo's arrival.

Re Exportation

Usually, re-exportation of the goods takes no less than 3 weeks. Should the cargo need to leave Colombia sooner than that, please let us know in advance.

On the other hand, exhibitors should provide ASAP with precise instructions about the returning transport of the goods. If the customer hires the carrier, all the information about the carrier's representative in Colombia (company name, address, phone & fax numbers, e-mail, and contact) should be provided to ASAP.

Security Guard

Depending on the value and type of merchandise, Security Guard will be hired in order to escort the goods from the port terminal or airport to its final destination. In the case of temporary imports, both security service and inland transport insurance is compulsory.

Goods Handling

ASAP has been appointed official logistic operator for all merchandise handling within the show floor. Our services in this area include:

- ❖ Cranes and forklifts supply.
- ❖ Packing and unpacking staff.
- ❖ Assembling and dismantling staff.

Should you need this service, all requests must be received by ASAP 24 hours in advance of date request.

Important

Once the goods are delivered at the exhibitor's booth, ASAP is no longer responsible for the cargo, until show's closure when the exhibits are removed from the booth. Exhibitors are advised to have a firm's representative at the show floor in order to receive the goods before the show's opening, and to remain with the goods until ASAP removes them.

Communications

Communication is the key to success. Therefore, we strongly recommend that you contact us anytime. We will be pleased to answer all your questions.

ASAP Comercio Exterior S.A.

☎ Ph.: (+54-11) 4301-5990

☎ Fax: (+54-11) 4301-5933

👤 Shows Division Manager: Cristian Galarza

☎ Mobile phone from abroad: (+54-9-11) 5308-6681

☎ Mobile phone in Buenos Aires: (15) 5308-6681

✉ E-mail: cristian@asapce.com.ar

Have a successful show!!!