

2020

INTERNATIONAL SHIPPING INSTRUCTIONS



NAIB Group Fair Division Mexico



**NAIB GROUP FAIR
DIVISION
MEXICO S.A. DE C.V.**

Official Freight Forwarder

GLASSTECH DOOR & WINDOWS MEXICO 2020



DATE 27 / 28 / 29
JULY 2020



LINK <https://www.glasstechmexico.com/>



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NAIB Group Fair Division México S. A. de C. V. is pleased to announce our services in Customs Brokerage, Transport and Handling. NAIB offers an outstanding package of services which includes the following:

- Coordination of pick-up of shipments from exhibitors' s door
- Temporary or Permanent importation formalities
- Delivery of shipment to exhibitors' s booth
- Transportation specialists
- On site to assist exhibitors
- Re-exportation formalities
- Change status from temporary import to permanent import
- Shipment to ultimate destination

DEADLINE DATES

Documentation:

5 days before arrival for general cargo

30 working days before for food & beverages (ask for restrictions)

45 working days for medical goods (ask for restrictions)

1. Air freight Shipments – Airport: MEX

7 days before delivery, 4 days for ATA Carnet.

Formal Importation, July 15th // ATA Carnet, July 20th

Please consign to:

NAIB Group Fair Division México S. A. de C. V.
Benito Juárez # 41, Col. Urbana Ixhuatepec C.P. 55349.
Ecatepec de Morelos, Estado. de México.

Notify:

Tel: 57697415 / 16
E-mail: fairs@naibgroup.com.mx
Attention: Alicia González



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2. Sea Freight Manzanillo / Veracruz

LCL 15 days before show delivery

LCL Shipment, July 03rd

FCL 10 working days before delivery

FCL Shipment, July 10th

Please consign to:

NAIB Group Fair Division México S. A. de C. V.
Benito Juárez # 41, Col. Urbana Ixhuatepec C.P. 55349.
Ecatepec de Morelos, Estado. de México.

Notify:

Tel: 57697415 / 16
E-mail: fairs@naibgroup.com.mx
Attention: Alicia González

3. Truck Freight Laredo Tx.

13 days before delivery, 10 days for ATA Carnet

Formal Importation, July 07th // ATA Carnet, July 10th

Please consign to:

NAIB Group Fair Division México S. A. de C. V. c/o
Canpa Global Logistics sc
8510 Tejas Loop, Laredo, TX 78045, EE. UU.
Tel: 867 109 5555
Attention: Héctor Díaz / Alicia González

IMPORTANT NEW REGULATIONS IN MEXICO FOR PERMANENT IMPORTATIONS

New validation scheme of security NOMs (Official Mexican Standards) in customs

Beginning of June 2019, some goods cannot be imported under a definitive regime without proof of compliance with security NOMs at the point of entry into the country.

Mainly electronic devices like computers, TV's, touch screens, video cameras, speakers, lamps, printers, tablets and other network accessories, we don't have problem doing temporary import but for permanent status we need to comply with import certifications per product, brand and model that we don't have it, because we aren't seller.

It is important to identify HS Codes. Therefore, we request a CIPL with the following information, in order to approve a permanent importation:

- Product description
- Suggested HS Codes
- Price per item

CUSTOMS DOCUMENTATION

- Detailed Commercial invoice / Packing List (you can ask for a template)
- Catalogue of the product
- AWB / BL / BOL
- ORIGINAL certificate of treatment for wood products (if applicable)
- Fumigation for wooden packing

Important for cosmetics and beauty products.

Additional Documentation may be needed according to your shipment requirements like; Certificate of Origin, Free Sales Authorization, Health Certificate, etc., however your personal NAIB Agent will guide, help and inform you accordingly.

DURING THE SHOW

A NAIB representative will visit you on your Stand in order to attend all your needs. Even if the return is arranged our policy is to double check in case goods need to stay in Mexico, send to another exhibition, or any other special instruction.

OTHER IMPORTANT CONSIDERATION

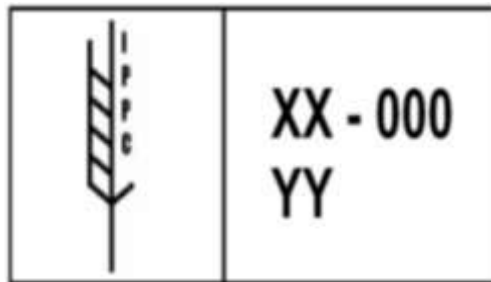
If you cannot have ~~either documentation of goods with the mentioned~~ deadlines, pls. contact your NAIB agent in order to propose different options.

PACKING

As per Mexican customs regulations all shipments should be inspected, we suggest packing your goods on plastic / wooden pallets or crates not carton.

Please send the key / combination of the lock along with the goods. In case that you have crates or wooden pallets the wood must be fumigated with Methyl Bromide (MB) or a heat specific treatment (HT).

If this is the case that you have crates or wooden pallets, you need to send the fumigation certificate and these must be stamped as below:



SHIPPING TERMS

- All Air, Sea and Land shipments have to be shipped on terms under “Prepaid”
- All shipments arriving on terms “freight collect”; a 15% will be charged on the amount paid out
- BL must be issued EXPRESS RELEASE

GOODS INSURANCE

All goods must be sent with insurance, NAIB is not responsible of damage / lost items caused by airlines or sea / land shipping lines, please send a copy of the insurance.

If you need an insurance provided by NAIB please ask to your account executive.



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PAYMENT TERMS

All expenses resulting from customs formalities, handling and transportation must be paid to **NAIB Group Fair Division Mexico S. A. de C. V.** before goods are shipped back to their country of origin. Except in cases where a previous payment agreement has been arranged.

CUSTOMS CONSIDERATIONS

Every shipment arriving in Mexican customs must go through a detailed inspection of the goods in which crates are opened and what is within is compared to the packing list, in this procedure some goods are repacked in a different way or not even repacked at all.

According to the 138 article, section II of the Mexican Customs Law Regulations, there will be no need to prove the returning to origin, when the unit price is up to 45USD.

All Temporary goods need to be returned to origin through us in order to cancel the documentation at customs, if goods remain in the country or you take your goods along in your flight, duties and taxes have to be paid.

To make the customs clearance easier and smooth make sure all items have a sticker as follows (if applicable):

MUESTRA
NAME OF THE SHOW
SHOW PLACE
PROHIBIDA SU VENTA



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PRODUCTS SHIPPING

Every wooden item (either product or crate) needs special certification at customs, please mention to your NAIB Representative if the wood is new or used and/or painted/varnished.

Please pack each product on a package; for instance: pens in a single box, etc. this is in order to save time at customs clearance.

Please avoid sending office supplies.

ATA CARNET

Please issue the original carnet to **NAIB GROUP FAIR DIVISION MEXICO S.A. DE C.V. on the "REPRESENTED BY" section (B)** of the carnet and send via courier the original carnet to NAIB GROUP FAIR DIVISION MEXICO S.A. DE C.V. Benito Juarez No. 41, Col. Urbana de Ixhuatepec, Ecatepec de Morelos, Estado de México, C.P. 55349.

Also, a copy of the carnet must be e-mailed to your NAIB representative prior shipping of goods / from the original carnet.

ATA CARNET DOCUMENTATION

Copy of the ATA Carnet prior shipping of goods Original carnet sent via courier to our offices. AWB / BL / BOL consigned to us as mentioned on the DEADLINE DATE section.

A CONTACT IN YOUR COUNTRY OF ORIGIN

If you need help to ship your goods directly from a company in origin, please send your country and city on an e-mail to: fairs@naibgroup.com.mx who will give you detailed information of the company to reach.



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LOGISTIC MANAGERS

GENERAL MANAGER

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INTERNATIONAL MANAGER

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