



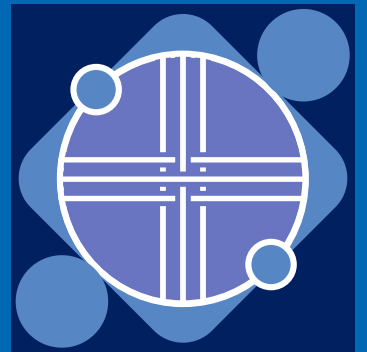
2022

INTERNATIONAL SHIPPING INSTRUCTIONS

naib

G R O U P

Fair Division Mexico



NAIB Group Fair Division Mexico



NAIB Group Fair Division Mexico S. A. de C. V.

Is pleased to announce our services in Customs Brokerage, Transport and Handling.

NAIB offers an outstanding package of services:

- 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.
- Shipment to ultimate destination.

DOCUMENT DELIVERY DEADLINE .

- 5 days before arrival of goods.
- 1 month before for food & beverages.
- 2 months for medical goods.

1 AIR FREIGHT SHIPMENTS MEX, CUN, GDL.

- 7 days before delivery
- 4 days for **ATA** carnet

2 SEA FREIGHT MANZANILLO / VERACRUZ.

- **LCL** 15 days before show delivery
- **FCL** 10 working days before delivery

Consignar a / 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.
 Tel. (52) 55 57 69 74 15 / 16
 Atención: fairs@naibgroup.com.mx

3 TRUCK FREIGHT LAREDO TX.

- 13 days before delivery
- 10 days for **ATA** Carnet

Consignar a / Consign to:

NAIB Group Fair Division México S. A. de C. V.
 c/o Canpa Global Logistics sc / 8510 Tejas loop
 Laredo Texas 78045 tel. 956791559
 Atención: Edgar González / Hector Díaz

CUSTOMS DOCUMENTATION:

- Detailed Commercial invoice / packing List.
- Certificate of Origin.
- Catalogue of the product.
- Airway bill or BL.
- ORIGINAL certificate of treatment for wood products.
- Fumigation certificate for wooden packing.

Additional Documentation may be needed according to your shipment.

Requirements like:

Certificate of Origin, Free Sales, Authorization, Health Certificate.

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.

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.

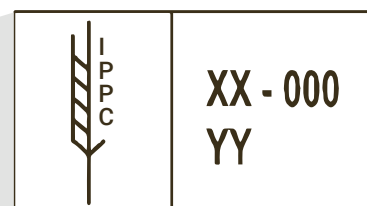
PACKING

For all the merchandise sent to Mexico as per rule this needs to have the revision at Mexico Customs area, we suggest packing your goods on plastic or 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:





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, lamps, printers, tablets and other network accessories, don't have problem doing temporary import but for permanent status we need to comply with import certifications per product, brand and model.

NAIB doesn't have any of these permits or certifications, since we are neither sellers or distributors.

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



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.

PAYMENT TERMS:

All expenses resulting from customs formalities, handling and transportation must be paid to **NAIB Group Fair Division México 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; this inspection happens when shipments go through "red light" at customs, otherwise goods with "green light" are just slightly checked specially serial numbers only. The selection of shipments to be checked or not depends on Mexican customs authorities, **NAIB Group Fair Division México S. A. de C. V.** is not involved or responsible in this selection.

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**, only when goods show a label of the show to which was aimed; and up to **20 USD** when the goods show a label of the importer, exhibitor or sponsor, always that the goods are different to the ones that are to be sold at show.

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 will have to be paid.



FOOD AND BEVERAGES:

For all kind of **foods & beverages** coming from abroad, NAIB Group Fair Division México, S.A. de C.V. will have to receive the description of the goods and confirmation of service at least 40 days prior shipping, so we can advise of the documents & certificates needed to make customs clearance of your merchandise.

Some examples:

Certificate of origin, Certificate of analysis, Health (free sale) certificate

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.

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 Juárez No. 41 Col. Urbana Ixhuatepec, Ecatepec de Morelos, Edo de México CP 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** 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.



CONTACT



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