Shipping Instructions

For General Cargoes Only

2nd CEMAT South America`2013

&

1st MDA South America`2013

19-22/3/2013

Centro de exposição Imigrantes – Brazil

Organized by Deutsche Messe Hannover

Your contact:

Kuehne + Nagel (AG & Co.) KG

KN EXPO SERVICE

Wanheimerstrasse 43

40472 Duesseldorf, Germany

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Frank.oberborbeck@kuehne-nagel.com

About Kuehne + Nagel

With over 63,000 employees at more than 1000 locations in over 100 countries, the Kuehne + Nagel Group is one of the world’s leading logistics companies. Its strong market position lies in the seafreight, airfreight, contract logistics and overland businesses, with a clear focus on providing IT-based lead logistics solutions.
I – Documentation

01 - Airway Bill (AWB) / Bill of Lading (B/L) / CTRC

02 – Invoice
Further information on item VII

03 – Packing List
Further information on item VII

04 – Hold Harmless Letter
A model is available on item XIX

05 – Certificate of Origin
The certificate of origin is only required for Mercosur Country Members.

06 - Fumigation Certificate or Heat Treatment Certificate
Further information on item XI

07 – Declaration of Consignment
Further information on item VIII and a model is available on item XXI

08 – Booth Rental Contract
Further information on item VIII

09 – Product Catalogue
Further information on item VIII

10 – Declaration of Consignment
Further information on item VIII

II – Deadlines for Cargo Arrival in Brazil

📅 19/02/2013 at Santos Port

🚁 28/02/2013 at GRU or VCP airports

🚚 28/02/2013 at our Bonded Warehouse

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III – Airway Bills (AWB)

1 – Consolidated Shipments (MAWB + HAWB)

The **MAWB** must be consigned to:

**Fiorde Logistica Internacional Ltda.**  
CNPJ: 55.446.835/0001-61  
Rua Frei Caneca 739 - Cerqueira Cesar  
CEP.: 01307-001 - São Paulo - SP - Brasil  
Tel.: +55 11 3218-7000 - Fax.: +55 11 3218-8199

The **HAWB**, **INVOICE** and **PACKING LIST** must be consigned to:

**Barter Comercio Internacional Ltda**  
CNPJ: 68.134.212/0001-03  
IE: 11342689118  
Rua Frei Caneca, 739 - 6o. andar  
Cep: 01307-001 - São Paulo - SP - Brasil  
Tel: +55 11 3218-7000 / Fax: +55 11 3218-8189

The HAWB must have the following **Notify’s Party**:  

**Fiorde Assessoria e Despachos Ltda.**  
CNPJ: 55.446.835/0001-61  
Rua Frei Caneca 739 - Cerqueira Cesar  
CEP.: 01307-001 - São Paulo - SP - Brasil  
Tel.: +55 11 3218-7000 / Fax.: +55 11 3218-7116
2 – Direct Shipments (AWB)

The **AWB**, **INVOICE** and **PACKING LIST** must be consigned to:

**Barter Comercio Internacional Ltda**
CNPJ: 68.134.212/0001-03  
IE: 11342689118  
Rua Frei Caneca, 739 - 6o. andar  
Cep: 01307-001 - São Paulo - SP - Brasil  
Tel: +55 11 3218-7000 / Fax: +55 11 3218-8189

The HAWB must have the following **Notify’s Party**:

**Fiorde Assessoria e Despachos Ltda.**
CNPJ: 55.446.835/0001-61  
Rua Frei Caneca 739 - Cerqueira Cesar  
CEP.: 01307-001 - São Paulo - SP - Brasil  
Tel.: +55 11 3218-7000 / Fax.: +55 11 3218-7116

IV – Bill of Ladings (B/L)

1 – Consolidated Shipments

Attention !!! **Do not** consolidate cargoes to be shipped by sea!

2 – Direct Shipments (B/L)

The **B/L**, **INVOICE** and **PACKING LIST** must be consigned to:

**Barter Comercio Internacional Ltda**
CNPJ: 68.134.212/0001-03  
IE: 11342689118  
Rua Frei Caneca, 739 - 6o. andar  
Cep: 01307-001 - São Paulo - SP - Brasil  
Tel: +55 11 3218-7000 / Fax: +55 11 3218-8189

The B/L must have the following **Notify’s Party**:

**Fiorde Assessoria e Despachos Ltda.**
CNPJ: 55.446.835/0001-61  
Rua Frei Caneca 739 - Cerqueira Cesar  
CEP.: 01307-001 - São Paulo - SP - Brasil  
Tel.: +55 11 3218-7000 / Fax.: +55 11 3218-7116

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V – Truck Bill of Ladings (CTRC)

The CTRC, INVOICE and PACKING LIST must be consigned to:

**Barter Comercio Internacional Ltda**
CNPJ: 68.134.212/0001-03  
IE: 11342689118  
Rua Frei Caneca, 739 - 6o. andar  
Cep: 01307-001 - São Paulo - SP - Brasil  
Tel: +55 11 3218-7000 / Fax: +55 11 3218-8189

The HAWB must have the following Notify’s Party:

**Fiorde Assessoria e Despachos Ltda.**  
CNPJ: 55.446.835/0001-61  
Rua Frei Caneca 739 - Cerqueira Cesar  
CEP.: 01307-001 - São Paulo - SP - Brasil  
Tel.: +55 11 3218-7000 / Fax.: +55 11 3218-7116

**Attention**

- Please be sure to mention the consignee and notify complete address on the AWB or B/L or CTRC with CNPJ number.

- ALL Harmonized Codes or the Brussels Tariffs must be mentioned on the AWB or B/L or CTRC. These Harmonized codes must match with the invoice’s information.

- The total of cubic meters must be mentioned on the AWB or B/L or CTRC (besides the total in kilos).

- Kindly note that freight charges must be prepaid in the origin and the total amount must be stated in the AWB or B/L or CTRC.

- Terms such as "Freight as Agreed" are not accepted by Brazilian Customs.

- It must be mentioned the Harmonized Codes in the AWB or B/L or CTRC.

- Note that if cargo is classified as dangerous and has a classification as IMO Class, besides of having this information mentioned on BL/AWB the shipper must also request previously authorization to Kuehne + Nagel before shipping this kind of cargo.
VI – Statements

The following statements in Portuguese must be shown in all Airway Bills (MAWB, HAWB and AWB), B/L, Invoices and Packing list:

1 – Temporary Shipments

☐ Carga destinada a CEMAT / MDA South America’2013, entre 19-22/3/2013, no Centro de exposição Imigrantes - Brasil e retornara a origem após o evento.

☐ Carga destinada ao Porto Seco conforme I.N. 248/02.

2 – Permanent Shipments

☐ Carga destinada a CEMAT / MDA South America’2013, entre 19-22/3/2013, no Centro de exposição Imigrantes - Brasil.

☐ Carga destinada ao Porto Seco conforme I.N. 248/02.

VII – Invoices & Packing List

• Invoices & Packing List must be issued on exhibitor’s letter headed paper, stamped and signed. Copies are NOT acceptable even with original signature.

• In case of Air or Truck Shipments, the original set of documents must follow the cargo;

• In case of Sea Shipments, the original set of documents must be sent by Courier to our office immediately and can not reach our office later than one week previous to the Vessel’s arrival at Santos Port.

• All Harmonized Codes must be mentioned on the AWB and B/L. These Harmonized Codes must be in accordance with Invoice’s information.

• Please refer to item XVIII to see a model of Invoice and Packing List.
VIII – Additional Documentation

- It is also requested a Declaration in which the exhibitor confirms that Barter Comercio Internacional Ltda was designed to handle its cargo destined to the fair in Brazil. You can find a model on ITEM XIX at the end of this document.

- A copy of the Booth Rental Contract of the exhibitor is also required.

- Please send a catalogue with equipment details to be attached to Customs process.

Attention

- Do not ship the cargo without our previous documentation checking and approval.

- Goods under Permanent Admission must be shipped completely separated from goods under Temporary Admission;

- Even the whole set of documents for permanent shipments must be issued separated from the temporary ones.

- All documents on item number II must be sent by fax or by e-mail to get our previous approval. Do not ship the cargo without our previous documentation checking and approval.

IX – Labels

All packages must be clearly marked on the side and top as bellow shown:

<table>
<thead>
<tr>
<th>2nd CEMAT / 1st MDA South America’2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case #: ______ of ________</td>
</tr>
<tr>
<td>Exhibitor’s Name:</td>
</tr>
<tr>
<td>Booth #:</td>
</tr>
<tr>
<td>AWB or B/L:</td>
</tr>
<tr>
<td>Dimensions (cm): ______ X ______ X ____</td>
</tr>
<tr>
<td>Gross Weight (kgs):</td>
</tr>
</tbody>
</table>

Att: TTI LOG / Fiorde (+55 11 3218-7000)
X – Fumigation Certificate

From September 1st, 2005 onwards, all shipments containing wood (totally or partially) must have the original fumigation certificate issued and signed by an official phytosanitary department at origin.

The certificate must be in accordance with the requirements fixed by the International Agreements between countries.

Without the correct fumigation certificate, the cargo will be retained at the port/airport in Brazil until the problem is settled, which may cause considerable delays on customs clearance.

The fumigation certificate must describe:

- Fumigation Product Used
- Product Dosage
- Fumigation Period
- Application Period

It is also necessary to have the Fumigation Certificate notarized by any Brazilian Consulate/Embassy.

XI – Lifting and Handling on Site

Exhibitors requiring assistance to unload and position exhibits within their booths should contact us in order to make advance arrangements.

XII – Storage of Empty Packing Materials

In accordance with the exhibition regulations, empty packing materials and cases may not be stored in or behind your booths.
XIII – Temporary and Permanent

1 - Temporary Admission Shipments

They are composed by equipments destined to be exhibited during the event and which must be re-exported after the fair.

The import duties for shipments under this import status are temporarily suspended, however, they can become payable if the imported material fails to be re-exported for any reason.

The exhibitor is responsible to return the ALL temporary cargo to Kuehne & Nagel`s staff at the fair ending.

2 - Permanent Admission Shipments

They are composed by promotional material, which will be used, consumed and/or free distributed during the event and will not return to origin after the show.

According to Brazilian Customs Regulation NR 107 from 15 April 1996, promotional material up to US$ 3,000.00 (FOB) with simplified import documentation.

Goods normally imported in this way for trade shows may be subjected to high import duties and taxes.

It is considered to be promotional material: flyers, slides, video tapes, pamphlets, catalogs, magazines, posters, guides, pictures, illustrated maps and other similar graphic materials, films and magnetic tapes recorded with sound or with image and sound.

It is specifically prohibited to merchandise promotional goods.
XIV – Courier Services X Hand Carry

1 – Courier Services

Shipments via Courier are not recommended. According to Brazilian laws, courier services are used for the remittance of documents only.

2 – Hand Carry

Sending goods as Hand Carry or as Accompanied Luggage is either strongly not recommended, as Brazilian regulation allows this procedure only to transport personal belongings and not commercial or promotional goods.

The Brazilian legislation concerning accompanied baggage is not only precise, but also rigorous in its application, limiting duty exemption of all personal possessions and products of a passenger acquired abroad to a maximum of US$ 500.00 (five hundred dollars).

Possessions must be of personal use and products cannot under any circumstances be characterized as destined for commercialization.

Products for display at the exhibition, even within of US$ 500.00 (five hundred dollars), cannot be used as samples at events and can be confiscated by the Brazilian Customs Authorities if there is insufficient official and legal documentation.

Temporary internment of products (accompanied baggage) can be applied, as long as all legal procedures are followed. The passenger must provide the following information ten days prior to arriving in Brazil: original of the Proforma Invoice/Packing List and the nomination of someone in Brazil to be responsible for the goods with the Brazilian Customs Authorities. IMPORTANT: A BANK GUARANTEE OR CASH DEPOSIT WILL BE NEEDED TO CLEAR THE GOODS AT CUSTOMS.
XV – Insurance

It is strongly recommended that each exhibitor has all their shipments covered by a comprehensive round-trip insurance policy. The insurance shall cover their goods from the very beginning, when the cargo leaves the exhibitor's facilities, until the very end, when the cargo is back to origin after the show or delivered to any eventual buyer's facilities.

Please note that our liability ceases when the cargo has been delivered to the booth and do not recommence until we have collected it again after the show.

For shipments with a FOB value of USD 100,000.00 or more, a copy of the Insurance Policy must be sent to our company.

XVI – Important Tips

- Do NEVER ship any cargo without our previous documentation checking and approval, and authorization to do so;

- Be sure to declare the correct prices, as Customs may not agree with the declared value, causing delays and significant penalties. An Official Price List may be required;

- Please, double check if the weight declared on the B/L or AWB is indeed the true weight. Weight discrepancies are not accepted by Brazilian Customs. In case the weight difference between the weight mentioned in the documentation and the real weight is bigger than 5%, Brazilian Customs will charge a fine of approx. USD 2,500.00;

- To ship dangerous goods, you have to follow rigorously the rules and procedures claimed by each kind of transport. For goods shipped by air, please, follow the "DRG - Dangerous Goods Regulations of IATA".
Exhibitor's Letterheaded Paper

Hold Harmless Letter

2nd CEMAT & 1st MDA South America’2013
19-22/3/2013
Centro de exposição Imigrantes - Brazil

This letter is to acknowledge our understanding of the shipping instructions issued by Kuehne + Nagel the freight forwarder for the above mentioned show.

(name of the person in charge), (title), understands that all temporary freight shipped by (exhibitor company), (address), will be either returned to the origin or nationalized by a licensed Brazilian importer. We understand that in either case Kuehne + Nagel / TTI LOG / Fiorde is the only customs broker empowered by our company, to handle all customs matter. We also hereby accept any bonded storage charges that may incur during the process of re-export or nationalization.

As specified in the shipping instructions, we accept as our responsibility to make sure that all our equipment will be properly insured against all risks.

It is also our understanding that we will gain custody of our products during the move in of the 2nd CEMAT & 1st MDA South America’2013 from the time we receive our goods from the official contractor, we, (exhibitor company), will be responsible for the safety and security of our exhibits. We therefore hold harmless the show organizer and Kuehne + Nagel / TTI LOG / Fiorde from any duties, taxes, fines and/or penalties levied by the Brazilian government as result of discrepancies between the inbound and the return shipment, regardless of the reason for the discrepancies.

We are also aware that it is mandatory to mention ALL Harmonized Codes on the B/L or AWB and that those numbers must match with the Invoice’s information. In case it is not accomplished, the exhibitor is aware that penalties may be applied by Customs and that Kuehne + Nagel / TTI LOG / Fiorde will not have access to shipping documents until the discrepancy has been corrected.

We also confirm the acknowledge and the understanding of the Law nº 10833/03 dated December 29th, 2003 and which settles the rules for importation in Brazil.

According to the above mentioned “Law nº 10833/03”, which is applicable to either Temporary and Permanent shipments, in case the information stated on shipping documentation (B/L, AWB, Invoice, Packing List, Certificates and so on) is not strictly correct, heavy penalties will be applied per each discrepancy found. It means that Brazilian Customs will punish the (exhibitor company) for every single mistake with heavy fines.

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We are aware that this regulation does not tolerate any kind of mistakes (not even the small ones), and therefore all documentation MUST arrive in Brazil correctly issued, with NO kind of error.

In order to make it clearer, we list below some discrepancies which can be penalized by Customs:

- In case of the Harmonized Code in the invoice does not match with the described good. **Fine:** 10% on the CIF Value (Minimum: USD 250,00).
- In case the real weight of the cargo and the weight stated on the documents vary in more than 5%. **Fine:** USD 2,500.00 per percentual point that exceeds the 5% of weight difference toleration.
- In case of not presenting all the requested documents. **Fine:** USD 2,500.00 per month.
- In case of not attending Customs Requests within the time they stipulate for every request. **Fine:** USD 2,500.00.
- In case of omitting any kind of information about the cargo: **Fine:** USD 2,500.00.
- In case of not presenting a Packing List. **Fine:** USD 250,00.
- In case of any mistake on the invoice or any other document necessary to clear the cargo. **Fine:** USD 100.00.
- In case of the number of volumes in the Packing List does not match the real quantity at the cargo arrival. **Fine:** USD 100.00 per volume in the shipment.
- In case of under or over evaluation of the price of goods declared on the invoice. **Fine:** 100% of the difference will be charge as fine. (Minimum of USD 250.00)
- In case of shipping the cargo before Customs Previous Shipping Authorization is issued. **Fine:** 30% of the CIF value (Minimum of USD 250.00).
- In case of not declaring the correct kind of package (wooden/metal/carton/etc) to shipping line or air company: **Fine:** USD 3,500.00 per shipment with wrong information.

It is also our understanding that if the goods are lost or stolen, all duties, taxes, fines and/or penalties levied by the Brazilian government will still be applied and will be paid by our company in full at your first request and without delays.

We shall be liable for the immediate and irrevocable reimbursement of any amounts of duties, taxes, fines and/or penalties imposed by Brazilian customs through Kuehne + Nagel / TTI LOG / Fiorde

Signature: _________________________  Date: _________________________

Name.......:__________________________  Title:_________________________

Witness 1: _________________________  Name: ________________________

Witness 2: _________________________  Name: ________________________

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XVIII – Invoice & Packing List Models

Kindly find below a model of Invoice and Packing List for a TEMPORARY shipment.

**Important:**
- In case of PERMANENT shipment, please delete the sentence marked in red colour.
- In case of Air Freights, please, delete the words marked in green.
- In case of Sea Freights, please, delete the words marked in blue.

<table>
<thead>
<tr>
<th>Exhibitor’s Letterheaded Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consignee:</td>
</tr>
<tr>
<td>Exporter:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INVOICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Unit</th>
<th>Product Name</th>
<th>Net Weight (in Kgs)</th>
<th>Unit Price (in USD)</th>
<th>Total Value (in USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Piece</td>
<td>Product name in English – detailed good description – S.N. Serial number – H.C. Harmonize code – Country of origin</td>
<td>0.0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>01</td>
<td>Piece</td>
<td>Product name in English – detailed good description – S.N. Serial number – H.C. Harmonize code – Country of origin</td>
<td>0.0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total Net Weight in Kgs: 0.0  Total FOB Amount in USD: 0.00
Total Gross Weight in Kgs: 0.0  Air / Sea Freight Charge in USD: 0.00
Total CPT / CFR Value in USD: 0.00

Payment Terms: WITHOUT EXCHANGE COVERAGE

Observation:
- Carga destinada a CEMAT South America’2013, entre 19-22/3/2013, no Centro de exposição Imigrantes - Brasil e retornara a origem após o evento.
- Carga destinada ao Porto Seco conforme I.N. 248/02.

Signature: ________________________

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### Exhibitor's Letterheaded Paper

<table>
<thead>
<tr>
<th>Consignee:</th>
<th>Exporter:</th>
</tr>
</thead>
</table>

### Packing List

<table>
<thead>
<tr>
<th>Date:</th>
<th>Invoice Number:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Box Number</th>
<th>Dimensions (in Meters)</th>
<th>Gross Weight per Box (in Kgs)</th>
<th>Quant.</th>
<th>Unit</th>
<th>Product Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lenght</td>
<td>Width</td>
<td>Height</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 of 2</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 of 2</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1</td>
</tr>
</tbody>
</table>

| Total Gross Weight (in Kgs): | 0.00 |

### Observation:
- *Carga destinada a CEMAT South America’2013*, entre 19-22/3/2013, no Centro de exposição Imigrantes - Brasil e retornara a origem após o evento.

- *Carga destinada ao Porto Seco conforme I.N. 248/02.*

| Signature: __________________________ |

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**XIX – Declaration of Consignment Model**

Kindly find below a model of the Declaration of Consignment.

Please fill in the information marked in **RED** colour and print it your letterheaded paper.

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**Exhibitor's Letterheaded Paper**

À
Inspetoria da Receita Federal de São Paulo/SP

Declaramos que a empresa **(COMPANY DATA)** designou **Barter Comercio Internacional Ltda** como consignatário das cargas acobertadas pelos conhecimentos **(AWB or BL #******)** destinadas ao evento “2nd CEMAT / 1st MDA South America’2013” programada para o período de **19-22/3/2013** no **Centro de exposição Imigrantes - Brasil**.

BL or AWB @

To
Inspetoria da Receita Federal de São Paulo/SP

We declare that **(COMPANY DATA)** has designated **Barter Comercio Internacional Ltda** as consignee of its cargoes that are covered by the **(AWB or BL #******)** and destined to the event “2nd CEMAT / 1st MDA South America’2013” to be held during **19-22/3/2013** in **Centro de exposição Imigrantes - Brazil**.

BL or AWB @

Signature:________________________

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