

ICS 2014, Rio de Janeiro
20th - 24th October 2014

Dear Exhibitor, sponsor

"Hermes" had been nominated as the sole logistic agent for the Congress.

For handling services to your participants' bags inserts and display, you are kindly requested to follow the below shipping instructions:

Insert Packing and Shipping instructions

Do not send unless your shipping documents were checked

PERMANENT IMPORT OF GIVE AWAYS, CATALOGUES AND FOLDERS

Promotional material (no commercial value) is subject to import duties. Please send us details Such as type, quantity, weights, measures, HSC (Harmonized System Code) and value and we can Inform you what the total duties will be.

All information contained in Invoices will be checked by customs. For each information (# of Items/pieces, # volumes, Harmonized System Code classifications, weight, total value, consignee, etc) that does not match the goods being imported, a fine may be charged

COURIER SHIPMENTS

The enclosed instructions are not valid for shipments by courier. Courier operators clear their cargo under a specific legislation that does not cover exhibitions. Tax suspension or exemption is not Applicable if this route is closed.

Hermes is not responsible for clearance of any courier shipments.

The use of services from companies such as FEDEX, DHL, UPS, TNT and others of this kind unable Us to assure delivery of any imported goods. Our experience shows us that such shipments will be Held by customs in VCP, Campinas – São Paulo airport.

Brochures & catalogs customs cleared and duty paid only, or from local suppliers ,can be delivered to the following address:

Fink Transportes
A/C Claudia Valeria
EStrada dos Bandeirantes, 2856
Rio de Janeiro -RJ
CEP: 22.775-110

From free arrival ware house to delivery stand Up to 50 kg , \$290.00

DO C U M E N T S

- Original Commercial Invoice for permanent shipment and packing list, in 2 copies
- Packing List
- Original AWB
- Samples of the catalogs and brochures

Inserts and display material must be packed, labeled and sent according to the appropriate category :

Inserts - Please use only the attached **Green** labels.

place a sample of your insert on the package itself.

Display - please use only the **Yellow** labels

Note: Do not mix inserts/display material with other material, such as exhibition.

Rate offer & Pre advice and payment confirmation

Individual rate offer will be send based on the following information

Number of boxes	Weight	CBM	Final importation	Temporary importation	Total freight cost Ocean / air

To guarantee proper handling, please return the attached material handling and payment confirmation with all the requested information All handling fee must be paid prior to delivery via credit card.

Contact person: Mrs Zehavit Akerman zehavitak@hermes-exhibitions.com

Tel: + 49 6173 966 95 28

Mobile: +972 52 511 4982

Deadline & Shipping information

Please note these important dates:

SERVICE	DEADLINE	ADDRESS
Airfreight shipments Arrival to (GIG) Galeao Rio de Janeiro / RJ Brazil airport	September 24 , 2014	Please do not send any airfreight shipment unless your documents were Confirmed (no later than September 17th)

Important Note: No Inserts deliveries to the Venue.

Inserts/Display material that do not arrive by the deadline will not be delivered to the congress venue.

Shipments that arrive without pre alert and payment confirmation will not be accepted.