

Shipping Manual



INDEE Brazil 2009
(Indian Engineering Exhibition)
20 - 23 October 2009
Caxias Do Sul - RS, Brazil

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1. Handling Tariff and Important Details :

- **The early bird offer will be given to first 5 exhibitors. The early bird exhibitors will be charged @Rs. 28,000/- per cbm (1cbm = 300 kgs)(min 1 cbm) during EXPORT ONLY. Every additional cbm will be charged on pro-rata basis.**
- The rest of the exhibitors (ie excluding the early bird exhibitors) will be charged **@Rs. 30,000/- per cbm (1cbm = 300 kgs)(min 1 cbm) during EXPORT**. Every additional cbm will be charged on pro-rata basis.
- Duties/Taxes/VAT on handling will be charged in additional for Definitive /Permanent (non returnable) shipments. Duties/Taxes will be approx 20% - 35% of CIF Value and VAT will be 20% on total handling charges.
- For returnable shipment, the return handling charges will be **@Rs. 52,000/- per cbm (1cbm = 300 kgs)(min 1 cbm)** . Every additional cbm will be charged on pro-rata basis. **The return handling charges are to paid in advance during EXPORT itself.** Shipping line charges / Port Dues / Duties (if any) in INDIA during re-import will be charged at actuals and not included in the above charges.
- Shipments are to be delivered on prepaid basis to our Nhava Sheva warehouse by individual exhibitors during export. During return, shipments will be booked on charges collect basis to individual exhibitors through some reputed transporters OR as per the instructions of the exhibitor.
- Insurance will be in scope of the individual exhibitors. Kindly ensure that round trip insurance is covered up at your end.

Documents should reach Schenker Delhi / Mumbai office on or before	10th August 2009
Cargo should arrive Schenker Mumbai warehouse on or before	13th August 2009

2. Whom to Contact in India:

NORTH INDIA

Name	Title	Telephone No.	Email
Mr. Saumendra Bhanj	Head – F & E (India)	+91 124 464 5126 (D)	saumendra.bhanj@dbschenker.com
Ms. Leena Chauhan	Manager – F&E	+91 124 464 5139 (D)	leena.chauhan@dbschenker.com

WEST INDIA

Name	Title	Telephone No.	Email
Mr. Yogendra Vaychal	Sr. Mgr. - F&E (Export)	+91 22 4039 3926 (D)	yogendra.vaychal@dbschenker.com
Ms. Mohini Putane	Sr.Exec – F&E (Opns)	+91 22 4039 3947 (D)	mohini.putane@dbschenker.com

SOUTH INDIA

Name	Title	Telephone No.	Email
Ms. Kasima Begum	Asst Mgr.- F&E (Opns)	+91 44 4222 5240	kasima.begum@dbschenker.com

EAST INDIA

Name	Title	Telephone No.	Email
Ms. Rajasree Sengupta	Asst.Mgr. - F&E	+91 33 4002 1900	rajasree.sengupta@dbschenker.com

3. Documents Delivery Address in India:

SCHENKER INDIA PVT. LTD.

12th Floor , DLF Building
Tower No : 8 C, Cyber City
Phase II, Near Gateway Tower
Gurgaon – 122002 (Haryana)
INDIA

Phone General: +91 124 464 5000
Fax General: +91 124 464 5100 / 5200

Att: Leena Chauhan

SCHENKER INDIA PVT. LTD.

2nd Floor, D.C. Silk Mills Compound,
5, Chunawala Estate,
Kondivitta Road, Marol
Andheri (East)
Mumbai – 400 059 (Maharashtra)
INDIA

Phone General: +91 22 4039 3939
Fax General: +91 22 2831 2097

Att: Yogendra Vaychal / Mohini Putane

4. Cargo Delivery Address in India:

Exhibitors should deliver the cargo at the following warehouse address of Schenker India as “**PREPAID BASIS**”.

SCHENKER INDIA PVT. LTD.

GDL CFS
Export Shed # 2, Navghar
Sector 6, Taluka Uran,
District Raigad, Navi Mumbai – 707
Tel # 2724 3001 / 005

Phone General: +91 22 27243024 /
40393939
Fax General: +91 22 2831 2097

Att: Santosh Pawar (Mob. 9819644281) / Yogendra
(9967644027)

5. Cargo Delivery / Receipt** Deadline in India:

Cargo by Sea Freight:

Documents should reach Schenker Delhi / Mumbai office on or before **10th August 2009**

Cargo should arrive Schenker Mumbai warehouse on or before **13th August 2009**

***In case of not meeting the above mentioned deadlines. Schenker cannot guarantee timely delivery of the cargo at Exhibition site*

6. Documents required for booking the Cargo:

- 5 Original Commercial Invoice / Packing List with HS code / BTN code mentioned for each & every item. Gross wt separately for every single position in Kg. **(for detailed information, refer pt. “How to Prepare Cargo Invoice & Packing List” in this shipping Manual)**
- Invoice format in excel sheet are attached for the Temporary & Permanent shipments. Please prepare the invoices in same format as well.
- Product Brochures (2 sets)
- Original G.R. Waiver from your Banker (Bank Letter)
- Bank Name / Account Number
- Authorized Dealer Code Number (A.D. Code Number)
- Import/Export Code (I.E.C.)
- Original GSP / Form A / Certificate of Origin
- Declaration by the exhibitor (format attached)
- Bank Letter (Format Attached)
- Copy of Participation Letter and Booth / Space Contract
- Marine Insurance copy
- Hold Harmless letter (Format attached)
- Fumigation Certificate for wooden Packages. Skids or pallets. (Please avoid wooden pallets and use plastic material instead)
- Annexure A - Sender Authorizations on company's letter head (format attached)
- Photos of all the goods intended for Temporary import into Brazil with notice of corresponding position in the Performa invoice with packed / unpacked condition. It should be staple with the invoice.
- Controlled material by Health or Agriculture Ministry will not be accepted : foods, beverages, ments, medical or dental
- Annexure B , C & D duly signed & Stamped

NOTE: All documents must be original and duly signed & stamped.

7. How to Consign the Documents:

All shipments should be **consigned FREIGHT PREPAID** and labeled as follows:

Consign your commercial invoice to:

Waiver Transporte, Importacao, Exportacao e Producoes Ltda.
 Rua Julio Riberio,
 202 Parte Bonsucesso
 Rio De Janeiro – RJ Brasil
 CEP 21040-330
 CNPJ.08.754.545 / 0001-03
 Tel : + 5521 2561 7800
 Fax : + 5521 2270 1741

Declaration of the Invoice & packing list:

“ Cargo destined to Mercopar 2009 from October ,20-23, at Centro De Feiras E Eventos Feira Da Uva in Caxias Do Sul-RS.

Returning to Origin after the fair. No commercial value-SEM Cobertura Cambial”.

8. How to Prepare Cargo Invoice & Packing List:

Invoice & packing list must contain the following information:

- Name of the exhibition
- Name of the exhibitor
- Stand No.
- No. of cases
- Measurements of the cases
- Gross weight of the cases
- Detailed description of the goods (including quantity, model and serial number/s)
- **Value of every single item** in USD as well as total value
- Country of origin or manufacture of every single item
- **Customs Codes (BTN codes) for every single item**
- **Gross weight separately for every single item in Kg**
- **Net weight separately for every single position in Kg**
- **Total Value-VALUE MUST BE REAL MARKET VALUES- Customs has right to confiscate cargo with under declared values.**

The invoice / packing list must be in English. All the goods must be divided into two categories: Temporary Importation (exhibits, stand fitting materials, display materials) and Definitive Importation (brochures, gifts, other give-away items, foodstuff, etc.)

It is most advisable to send us copies of the invoices / packing lists by fax before you send the goods. We can check and correct them and it can speed up customs clearance in future. In case if some objects (including advertising materials) were not mentioned in invoices / packing lists are discovered during the customs examination in your cargo the customs are authorized to stop clearance, impose a fine and require corrected documents (invoices / packing lists). In this case Waiver Logistics and Schenker India doesn't hold the responsibility for the untimely delivery of the goods to the stand.

All the goods there in the cases must be mentioned in the invoices / packing lists

9. What to do with Giveaway Items, Brochures & Catalogues:

For brochures, catalogues and Giveaways item such as Plastic bags, Pens and Key rings etc. Will be subject to Customs Duty and Taxes therefore the Invoice for such items should be kept low but still Realistic.

10. How to Label the Cargo:

Please make sure that **each package** is clearly marked/ labeled with the following information on at least two sides:

Shipping Labels should appear as follows.

Exhibition Name: INDEE – Brazil

Exhibitor Name:

Hall / Booth No:

Gross/ Net Weight:

Case/ Piece No. :

Dimension (L x W x H) cm:

Prior to shipping, please send us by fax: Packing List, Commercial Invoice, Certificate of Origin and then dispatch the original documents (Packing List, Commercial Invoice on your company letterhead) to Schenker India office.

11. How to Pack Cargo:

We strongly advise exhibitors to use strong wooden cases for the transportation of their exhibit material due to the multiple handling of the cases and to withstand the handling by an International carrier. Bolted, returnable types of wooden crates/ cases are recommended especially for delicate equipment/exhibits. Nailed/screwed lids are not suitable, as these tend to be damaged upon opening and can become loose during transportation. The packing material e. g. case, carton, crate must be strong enough to withstand damage during transportation and repeated handling, including unpacking and should be suitable for repacking for sale or return after the exhibition. Waiver Logistics provides all handling services for removing and storing empty packing material for the duration of the event as well as their return to the stand. Once the goods have been unpacked and cases labeled as "empty", Waiver Logistics will pick empties up from the stand, store under cover and return automatically after the show.

Do not use any hay or straw for packaging material inside any case.

Any hazardous/dangerous goods must be packed in accordance with the relevant dangerous goods notices, and pre-advised before delivery. Failure to declare such goods may result in penalties that the exhibitor will be billed for. **ALL CRATES AND BOXES WILL BE OPENED AND INSPECTED by customs and concerned authorities.**

12. Custom Clearance:

Incoming shipments are placed in our warehouse to make customs clearance and will be delivered to the stand as per your instructions. Exhibits, stand fitting materials and display materials should be imported under temporary admission status and must be re-exported within the legal time period. **Missing, lost, destroyed and / or for any reason not re-exported exhibits, stand fitting materials and display materials are subject to the payment of duties, taxes and fines.**

All consumable goods and advertising material including brochures, leaflets, gifts, foodstuff, etc. are subject to immediate definite import clearance and must be paid duties and taxes.

According to the Brazil regulations, Customs has rights to change the value of the goods and use this new value for calculating duties and taxes. For example, if the value of the goods mentioned in the invoices / packing lists less than seafreight charges mentioned in the B/L customs can add these two values.

Most food products, some plastic products, medicine, telecommunication equipment, refrigerating equipment and some other things are controlled items and are subjected to Government approval. Therefore, please check with Schenker / Waiver Logistics before exporting such items.

We would like to inform you that Schenker / Waiver Logistics can not clear products such as hard drinks, wine, beer, cigarettes and tobacco, jewellery, perfume and some other special products. Please, check with Schenker / Waiver Logistics before exporting such items.

13. Storage of Shipment:

Incoming goods can be stored in bonded warehouse and cargo will be delivered at the booths as per request made by exhibitor at the time of booking.

14. Delivery to Booth & On-site Services:

Waiver Logistics will deliver exhibits from the warehouse to the stand. In the absence of the exhibitor's representative, the goods packed will be offloaded in the stand area. In such a case we will accept no responsibility for possible losses, damage or whatsoever else may occur. Therefore, for small packages and goods with high value, we recommend that you instruct us to deliver the cargo only after arrival of your representatives at the stand to avoid potential theft.

Our representatives will be available at all times for your convenience. We will have a fully experienced team operating throughout the installation, duration and dismantling of the show. Our representatives will unload and deliver materials, assist with unpacking/positioning of exhibits and remove and store empty crates.

15. Storage of Empty Cases:

In an effort to keep access to all areas of the show clear at all times, our representative will continuously remove empty packing materials from the aisles around the stands. To assist us in this task we are asking all exhibitors to kindly use Empty Case Storage labels to mark empty cases when ready for removal. Empty cases will be returned to stand areas as soon as possible at the close of the exhibition.

16. Sales of Exhibits or Re-exportation after the Event:

All exhibits, stand fitting materials and display materials must be re-exported within the legal time period. You should give us clear instructions, in writing, before the exhibition closes regarding the re-dispatch of goods. Exhibits will be collect from the stand only and after the closing of the exhibition only. The stand representatives will be responsible to ensure that the exhibits are repacked in their original cases or other similar packing, with exactly the same contents per package as when imported. Packages must be marked with labels with the following information: - **exhibitor's name** - **stand No.** - **case No.** Packages without the above information cannot be accepted for re-export.

Cargo for return shipment must be given over to the representative of Schenker / Waiver Logistics, which the exhibitor is noted about accordingly. Schenker / Waiver Logistics is not responsible for the cargo left at the stand for return shipment without a written notice that they were admitted by Waiver Logistics.

17. Re-packing of boxes:

Packing materials will be returned to stands as soon as possible after the close of the show to allow exhibitors to pack up and leave site. If you require our representative to undertake re-packing on your behalf there will be a charge incurred and we will do so only at the owner's risk.

18. If any Material Left On-site after the Event:

On the last day of tenancy we will remove any remaining items to our warehouse facility. This includes shipments not collected by carriers/courier companies. Please ensure that all your goods are clearly marked with your company name and destination. Charges for removal of materials will be charged to the exhibitor.

19. Who will do the Cargo Insurance:

It is recommended that exhibitors provide insurance coverage for their goods from point of departure through to final destination. It is further recommended that such insurance coverage be provided for the transit period and while on-site at the exhibition (including move-in and dismantling periods).

20. Schenker India or Forwarder's Agent(s) Legal Limited Liability:

Schenker / Waiver Logistics responsibility ends with the delivery of the cargo to the booth. Our Liability is restricted to the standard trading conditions of federation of freight forwarders association in India of which we are members. Copies of standard trading conditions are available on request.

ANNEXURE "A": AUTHORISATION

TO THE CUSTOMS AUTHORITIES

We the undersigned company of are sending the shipment for the exhibition "....." taking place in Brazil from till
Hereby we empower WAIVER LOGISTICS company to be the consignee of a.m. shipment and to be the legal entity who eligible for possession and usage of the goods arriving for a.m. exhibition.
We authorize WAIVER LOGISTICS company to execute on our behalf the customs formalities and handling of our goods arriving for the a. m. event.

The goods are handed to WAIVER LOGISTICS for using during the exhibition.

Details of the shipment:

quantity of the cases
total weight
total value in EUR
truck or flight No./ vssl details (To be filled by Schenker India)
CMR or AWB No. (To be filled by Schenker India)
Carnet TIR No. (To be filled by Schenker India)
invoice / packing list No

We confirm the following information:

All the goods are not for sale
Value mentioned in the invoice is for customs purposes only
Terms of delivery – DDU /exhibition stand

Name & Signature
Date

ANNEXURE "B": BANK LETTER

(on bank's letter head)

To,
The Commissioner Of Customs,
Mumbai JNPT
Mumbai / JNPT

Bank Reference No.:

Dear Sir,

This is to certify that M/s having Cash/Credit account no:..... with our branch are sending **trade samples** vide Invoice no : dated:..... to display in ".....", trade fair to be held on

The value of samples which is declared in the invoice i.e. CIF value is for custom purpose only, whereas these goods are having no commercial value.

This is further certified that the above said invoice is not involving any foreign exchange transaction. Hence GR Form is not required.

The authorized dealer code allotted by RBI to this branch is

Dated:

ForBank

Manager

ANNEXURE 'C': DECLARATION BY EXHIBITOR

(on company letterhead)

Note: The declaration should be submitted to Schenker's India office duly signed and stamped in original.

We (name of the company) hereby declare that we are sending our goods for participating in (name of the exhibition) to be held at (venue name, city, country), from to (dates of the fair).

*We hereby declare that after the show the exhibit will not come back to India and we confirm to pay custom duty and taxes as applicable in (Venue, city, country).

Or

*We hereby declare that after the show, we will re-import the shipment back to India.

Date:

.....
Authorised signatory name, sign and office stamp

*(any one of the below mentioned clause has to be mentioned)

HOLD HARMLESS LETTER

For all shipments coming into Brazil under temporary basis, a Customs Power of Attorney/Hold Harmless Letter is required to perform clearance on your behalf. This document must be issued on exhibitor's company letter head, signed and sent together with shipping documents.

HOLD HARMLESS LETTER

This letter is to acknowledge our understanding of the shipping instructions issued by WAIVER TRANSPORTES IMP EXP PROD LTDA. _____ PERSON NAME _____, _____ TITLE _____, understand that all freight shipped on behalf of _____ EXHIBITOR NAME _____ ADDRESS _____, will be either returned to the origin or sold to a licensed Brazilian importer. We understand that in either case WAIVER TRANSPORTES IMP EXP PROD LTDA., is the Representative in Brazil 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 for the above mentioned show will be properly insured against all risks. We also understand that we will gain custody of our products during move in [MERCOPAR 2009](#). From the time we receive our goods from WAIVER TRANSPORTES IMP EXP PROD LTDA. we _____ EXHIBITOR _____ will be responsible for the safety and security of our exhibits. We therefore hold harmless WAIVER TRANSPORTES IMP EXP PROD LTDA 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 _____ EXHIBITOR _____ hereby confirm that is our understanding that in case goods are lost or stolen, all duties, taxes, fines and/or penalties levied by the Brazilian government will still applied and will be paid by our company in full at your first request and with no delays. We shall be liable for the immediate and irrevocable reimbursement of any and all amounts of duties, taxes, fines and/or penalties imposed by Brazilian customs through WAIVER TRANSPORTES IMP EXP PROD LTDA.

SIGNATURE _____ DATE _____