



## Delivery & Logistic Services

Merkur Expo Logistics GmbH has been appointed the official forwarding agent and clearance agent for all Kenes congresses. We offer the following services: customs clearance, delivery to the booth, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall.

For security, insurance, and efficiency reasons, Merkur Expo Logistics is the sole official agent to handle cargo inside the venue. Booth builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that Merkur the official agent is the exclusive agent for move in and move out of the venue.

Exhibitors and booth builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with Merkur.

Contact Details:

Merkur Expo Logistics

Irit.sofar

Mobile ++972-52-8890129

irit.sofar@merkur-expo.com

<b>Set up</b>	Saturday, October 26 <sup>th</sup> <b>Exhibition Set-up- for Space Only Stands</b>	10:00 – 22:00
	Saturday, October 26 <sup>th</sup> <b>Exhibition Set-up- for ALL Stands</b>	16:00-22:00
	Sunday, October 27 <sup>th</sup> <b>DECORATION ONLY</b>	08:00-12:00
<b>Exhibition Opening</b>	Sunday, October 27 <sup>th</sup>	12:00 – 19:00
	Monday, October 28 <sup>th</sup>	09:30-17:30
	Tuesday, October 29 <sup>th</sup>	09:30-17:30
	Wednesday, October 30 <sup>th</sup>	09:30-17:30
	Thursday, October 31 <sup>st</sup>	09:30-14:30
<b>Dismantling</b>	Thursday, October 31 <sup>st</sup>	14:30 – 22:00

Cancun Conference Centre

Address: Blvd. Kukulcán Km. 9, Punta Cancun, Zona Hotelera, 77500 Cancún, Q.R.

## INTERNATIONAL SHIPPING INSTRUCTIONS

ROCK IT GLOBAL – Trade Shows

Office: [tradeshowsmx@rockit.global](mailto:tradeshowsmx@rockit.global)

On-Site handling: [onsitemx@rockit.global](mailto:onsitemx@rockit.global)

Ph. +5255 5280 1279

### CARGO ARRIVAL DEADLINES

AIR FREIGHT:

Should arrive to **Cancun Airport** Airport 7 labor days before final delivery with Mexico City limits.

TRUCK FREIGHT:

Should arrive to our Laredo Tx. 7 -9 labor days before final delivery with Mexico City limits.

### DOCUMENTATION

We need the following documentation, without exceptions, to process customs formalities:

- Commercial Invoice and Packing List:

All invoices must contain full description of goods, including quantity, size/ weight, value of each item shipped & currency. Mexican customs will not accept the term "No Commercial Value" for any item.

- AWB

Issue a Direct Master Airway Bill or Direct Seaway Bill to:

Consignee to:



CargoLive, S de RL de CV

Platón 409, Polanco

11560 Mexico, CDMX

TAX ID: CAR091028R36

Notify:

EXPO NAME/ Exhibitor Name/ Booth #

Lourdes Martin

E mail. tradeshowsmx@rockit.global

Ph. +5255 5280 1279

All documents must be send prior of shipping the goods at least **10 working days**  
Do not ship prior to our confirmation

CASE MARKING

NAME OF THE EVENT

Exhibitor: \_\_\_\_\_ Stand: \_\_\_\_\_

Case #: \_\_\_\_\_ of \_\_\_\_\_ AWB or B/L: \_\_\_\_\_

Dimensions (cm): \_\_\_ x \_\_\_ x \_\_\_ Gross Weight (kg): \_\_\_\_\_

Consignee: CargoLive, S. de R.L. de C.V.

All products must to come properly packaged or packed in boxes or pallets with the appropriate protection for transportation and multiple cargo handling.

All cargo will be opened, inspected, and compared to the details listed on your commercial invoice. Discrepancies will cause delays and possible additional cost and fines. Please do not ship anything does not declare on the Commercial Invoice/ Packing List.

Wooden Packaging such as skids, crates, pallets etc. must have Certificate of Fumigation or authorize fumigation stamp on the wood.

#### FOOD, BEVERAGE & TEXTILES

Certain Products (foodstuffs, seeds, grains, beverage, chemicals, textiles, and leather) require permits and certificates issued by an appropriate Mexican Government. Do not ship without pre-advising above products. This can delay customs clearance. CargoLive can assist in obtaining these permits, but we must be advised of these products at least 2 months in advance before the product is shipped.

#### HAZARDOUS GOODS

Shipments containing hazardous goods require special handling and documentation. Many steamship lines, airlines and trucking companies have strict regulations which dictate that such shipments be moved separately, properly documented and packed in strict accordance with current laws and regulations. If you plan to ship hazardous materials, please notify Cargo Live prior to the delivery of the goods to our consolidation points.

#### SALE OF GOODS

If you want to sell any material, this can only be done if the buyer is a Mexican company or a person who has an import license.

CargoLive is jointly liable with Mexican Authorities, therefore it is mandatory to make a change of regime changing from a temporal to a permanent import and it is necessarily making the payment of duties and taxes according with current rates and

regulations. This service is an additional fee, which can be covered by the buyer or by the exhibitor.

We are unable allow the buyer to take the goods without having paid the taxes, so that the goods shall be under our custody during the process of nationalization or regularization and once you get the final import, we will coordinate the delivery of goods.

All expenses for this additional service must be paid in total before the delivery of goods.

Mexican Value Added Tax (I.V.A.) of 16% will apply to all services rendered in Mexico. Items for permanent importation into Mexico will be subject to payment of Customs Duty and I.V.A.

#### OUTBOUND/RETURN SHIPMENTS

All materials returning to their country of origin will be subject to Mexican export clearance that can take up to 15 working days to complete. This should be considered when planning for the use of your material after the completion of this show. Return transit times are affected by mode of transport, customs status, security, and congestion at the border.

#### REGULATIONS/ RESTRICTIONS

Items for temporary import into Mexico (any item which will be re-exported from Mexico at the end of the show) must be packed and invoiced separately from those items that will remain in Mexico (sold, distributed, or given away).

Descriptions for all items being sent to Mexico should be simple and easily understood. The description must also indicate model and serial numbers and they

must match the actual items being shipped. Any discrepancies discovered by Mexican Customs will result in the confiscation of the entire shipment. Neither CargoLive nor our agent is responsible for the accuracy of the documents prepared by the exhibitor; therefore, we cannot accept any responsibility for the result of inaccurate invoices or certificates of origin.

We do not recommend exhibitors hand carry exhibit materials to the show, or ship through courier companies. Mexican customs operate on a random RED LIGHT/GREEN LIGHT system. If you receive a red light your packages will be searched, and any items deemed not to be personal effects may be detained. If this happens you will need to enlist the assistance of a Mexican Customs Broker to lodge a formal clearance to obtain release of your goods. This process will prove to be expensive and may take several days to complete.

Mexican customs will not accept the term "No Commercial Value" for any item. For giveaway items, we suggest you use the lowest possible realistic value. For saleable material, your commercial invoice must reflect the price at which you plan to sell the item. Once a value is stated on an official document it cannot be changed. Mexican Customs reserves the right to determine commercial value, should they consider the value provided to be false.

Cargo Live, our agents and carriers are not responsible for broken glass, the condition of any perishable goods upon delivery to the show site or any other freight deemed insufficiently packed.

#### INSURANCE

All exhibitors are encouraged to arrange transit insurance for their properties from

point of origin to the show site and back to destination. CargoLive does not insure your exhibit properties.

#### PAYMENT TERMS

All inbound charges are due prior to the opening of the show. Outbound handling charges are due in full prior to any goods being released for destination. CargoLive offers our services subject to our terms, conditions and limits of liability as indicated in our shipping instructions and written statement of terms and conditions which are available upon request. We recommend that you contact us for a firm cost estimate of your anticipated charges.

Please note that no tariff for this congress  
We review every shipment based on following information:

1. Full commodity description
2. Commercial Value
3. Dimensions and weight
4. Permanent or temporal import
5. Return to different airports around the world.
6. The payment will be in Euro

#### LIMITS OF LIABILITY

CargoLive liability for loss or damage of materials entrusted to them for shipment is limited to that of the carriers and/or agents employed to provide such services. All work is undertaken at the owner's risk and otherwise in accordance with our terms and conditions, a copy of which is available upon request.

Sincerely,





Merkur expo logistics  
ROCK-IT GLOBAL