



## LOGISTIC SPECIFICATIONS SHEET

FO – OP – 12 REV. 2

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### 1. INTRODUCTION

Multitranportes Internacionales is pleased to serve you as freight forwarder, customs brokerage and drayage service for exhibitors attending to [INFOCOMM MÉXICO](#), [DATANET MÉXICO](#), [TECNOTELEVISIÓN MÉXICO](#) exposition shows. Our personnel is ready to assist you with safe transportation of your products and marketing materials to the expo site.

Our specialized team has more than ten years of experience in tradeshow and can provide a high quality service based on our knowledge as well as a competitive prices. Our services includes:

- Full air, ocean and truck worldwide freight services and coordination.
- Customs Clearance and Import/Export Documentation.
- On site representation and supervision before, during and after the show.
- Labor and specialized equipment as needed at the expo site.

Enclosed, you will find all the necessary information and order forms for this event. Please read and fill in each form carefully and return filled forms as soon as possible so that we may provide you with a quotation.

At last, we want to thank you for giving us the opportunity to assist you in this crucial event.

**MULTITRANSPORTES INTERNACIONALES S.A. DE C.V.**

Av. Presidente Juárez No. 2007, Lote 10, Segundo Piso, Fraccionamiento Industrial los Reyes, C.P. 54073, Tlalnepantla de Baz

[ferias@mtinter.com.mx](mailto:ferias@mtinter.com.mx)

Tel. 55 5360 - 1009



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### 2. CONTACT

For transportation, customs clearance and drayage services quote, Mexican or worldwide exhibitors who send goods to our warehouse in Tlalnepantla, Estado de Mexico or exhibitors shipping from the US and Canada and worldwide through the US as first port of entry must send the following information via e-mail to [ferias@mtinter.com.mx](mailto:ferias@mtinter.com.mx)

- [Quote Request Form](#)
- [Combined Commercial Invoice Packing List Form](#)

*Please be aware that if you ship directly to the show and you want us to handle the return of your goods, you need to provide us with the temporary customs form which the products were exported from the US. Otherwise, you will have to pay duties and fees when these products return back. Also, we strongly advice exhibitors do not to send their products with shipping companies such as DHL, FEDEX and UPS because delivery schedules may be jeopardized and sometimes the shipment cannot leave customs on time for the exhibition. Therefore we highly recommend letting us do the pickup of your exhibit products or you can send them directly to our warehouse so we can handle all the necessary paperwork to clear customs and not pay duties when you return your products from the show.*

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Contacts for any questions regarding shipping items and customs brokerage for this event will be:

### Quote Requests:

#### **Multitransportes Internacionales, S.A. de C.V.**

Almacén México: Av. Presidente Juárez No. 2007,  
Lote 2, acceso por calle Niño Flavio Zavala,  
Fraccionamiento Industrial los Reyes, C.P. 54073,  
Tlalnepanitla de Baz.  
Ph. 00 52 55 5360 1009

- Javier Pelcastre [jpelcastre@mtinter.com.mx](mailto:jpelcastre@mtinter.com.mx)
- Hugo Orozco [horozco@mtinter.com.mx](mailto:horozco@mtinter.com.mx)
- Ferias [ferias@mtinter.com.mx](mailto:ferias@mtinter.com.mx)



### Advance Warehouse in USA

#### **MEROMA LOGISTICS LLC**

14220 Atlanta Drive  
Interamerica Laredo, Texas 78045  
Ph. 00 956 7537100



**MEROMA LOGISTICS, LLC**

- Sonia Maranto [smaranto@meromalog.com](mailto:smaranto@meromalog.com)
- Operaciones [operaciones2@meromalog.com](mailto:operaciones2@meromalog.com)

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### 3. SHIPPING ARRIVAL DEADLINES

If you decide to do the shipping directly to our facility and to ensure timely delivery of your exhibit products, it is important for us to receive your goods in our warehouse prior to the deadline

- Arrival of exhibit goods at Laredo warehouse: **July 20<sup>th</sup>**
- Sea shipments arriving at Veracruz, Manzanillo, Altamira: **July 17<sup>th</sup>**
- Air shipments arriving at Benito Juarez Intl. Airport: **July 22<sup>th</sup>**

Any arrival of exhibit goods after the above deadlines will be charged with a 35% late fee. The late shipments dates will be the following:

- Deadline for arrival of exhibit goods at Laredo warehouse: **July 27<sup>th</sup>**
- Sea shipments arriving at Veracruz, Manzanillo, Altamira: **July 24<sup>th</sup>**
- Air shipments arriving at Benito Juarez Intl. Airport: **July 29<sup>th</sup>**

Before shipping any package to our warehouse, please make sure that all packages are clearly labeled.

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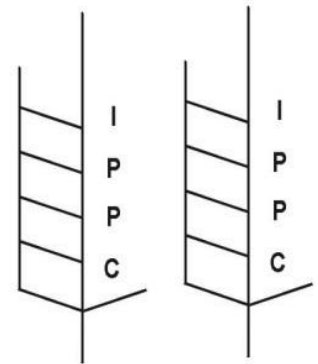
Tel. 55 5360 - 1009

#### 4. CUSTOMS RESTRICTIONS

Due to sanitary inspection and permits, the following products will stay on our facilities and be sent to your company as soon as your goods return from the expo:

- All hazmat liquids including but not limited to thinner, glues, aerosol/spray paints.
- Any kind of food including but not limited to candies, nutritional bars, water.
- Cleaning supplies including but not limited to aerosols, sprays, thinner, chemical cleaners.
- Toilet paper, tissues.
- All type of medicines and/or first aid kits.
- Marketing or promotional goods from other expos.
- Textiles like cleaning cloths, tablecloths, curtains and clothes
- Wood furniture like, tables, stools, chairs or displays

***Please note that all pallets, crates and wooden boxes must be sealed with the symbol of anti-pest treatment if not so exhibitor may be subject to fees for treatment at customs facilities.***



In order to prevent dumping (when a company exports a product at a price lower than the price it normally charges on its own home market), Mexican customs applies anti-dumping measures.

The Customs Law in Mexico, in their Art. 151 Cap. VII foresees like how causal precautionary seizure; the statement in the Entry request of a lesser value of 50% or more to the transaction value of identical or similar goods.

Exhibitors must declare the true value of goods that will be sent to the Expo .Even when goods will be imported with temporary regime, the value must be true if after the Expo it's necessary to change to definitive regime, the value must be reasonable for the goods selling in Mexico.

### 5. ATA CARNETS

ATA Carnet shipping will be only accepted and handle arriving to Mexico City International Airport.

**Please consider the deadline to receive your goods:**

- Air shipments arriving at Benito Juárez Intl. Airport: **July 22<sup>th</sup>**

Requirements:

- Send previous to the arrival a full copy of the ATA Carnet.
- Issue a POA to Multitranportes Internacionales S.A. de C.V. to handle the ATA Carnet in Mexico.
- General list must be correctly issued.
- Goods declared on the General List must be identify correctly trought model number, part number, serial number ,quantity and country of origin.
- Goods must be travel along with Original ATA Carnet.

For further information regardless to ATA Carnet handling in Mexico please contact:

Hugo Orozco [horozco@mtinter.com.mx](mailto:horozco@mtinter.com.mx)

Javier Pelcastre [jpelcastre@mtinter.com.mx](mailto:jpelcastre@mtinter.com.mx)

<http://www.iccwbo.org/Chamber-services/Trade-Facilitation/ATA-Carnets/>



### 6. TEMPORARY/PERMANENT IMPORTS

Temporary import bonds are a good way to import items to shows in Mexico since the goods can be re-exported after the show. We can facilitate all the proper documentation for this kind of shipping.

All promotional giveaways (samples, pins, pens, promotional tools, etc.) and tools that exhibitor use at the expo site should be counted and listed, on the commercial invoice form too.



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### 7. INSURANCE

We strongly recommend contacting our office for a quote request and further assistance in this matter, otherwise our company will not be responsible for any kind of damage or loss of any of the goods including transit to and from the exhibition, while on display and in storage.

### 8. CLOSING OF EXHIBITION

Closing operations will start as soon after visitors leave the hall.

Our company will then start to return the empty cases to the booths.

Closing operations will start as soon after visitors leave the hall. Our company will start then to return the empty cases to the booths. All booths or goods must be returned after the closing of the exhibition. Customs formalities for returned goods take time; you must expect your exhibits to be returned soon after the show is finished.

Due to the possibility of high volume of return shipments, please allow additional time to export from Mexico. Expedited export transportation services are available. However, this service must be requested prior to the show closing and we will gladly quote for the expedited service.

### 9. PAYMENT.

All services must be paid in full prior to the shipping of your exhibition products from our facilities to the show or its return.

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