



HOBBIT® WORLDWIDE LOGISTICS S.A.

Alsina 1290, 5° B

Tel (54 11) 4382-8182

(1088) Buenos Aires -Argentina

e.mail : hobbit@hobbit.com.ar

GENERAL SHIPPING INSTRUCTIONS

Documents Deadlines (by e-mail):

Temporary Cargo: 7 (seven) working days before shipping.

Permanent Cargo: 13 (thirteen) working days before shipping.

Arrival Deadlines:



Air Freight consignments: Aeropuerto
Internacional de Ezeiza - Ministro Pistarini

14 days before exhibition beginning



Sea Freight consignments: Puerto de Buenos
Aires

21 days before exhibition beginning



International Truck Freight consignments

21 days before exhibition beginning

1. INTRODUCTION

The rules and regulations for importing goods into Argentina are very strict.

If you decide to ship your cargo through Hobbit® Worldwide Logistics S.A., we assumed that you have read and accepted the following shipping instructions.

Deadline dates and most important Customs Regulations are listed below.

2. DOCUMENT DEADLINES

CARGO MUST NOT BE SHIPPED WITHOUT OUR PREVIOUS APPROVAL

If you decide to ship before having our "green light", it will be on your own risk and being responsible for any additional cost it may occur.

We must receive by e-mail, copy of shipping documents:

Temporary **7 (seven) days** for approval, before shipping the cargo.

Permanent*** **13 (thirteen) days** for approval, before shipping the cargo.

***** VERY IMPORTANT:** For every permanent importation, it must be presented into Customs a Legal Statement (known as **SIMI**) informing the material the exhibitor intends to ship. Once this is filed and presented we need to wait for its authorization accordingly. ***For this reason, we need to receive copy of Commercial Invoice at least 13 days prior to when the exhibitor is willing to ship.***

Note that once the information has been submitted it can't be altered.

PRE ALERT: send via e-mail

- Copy of the AWB, B/L or CRT
- Copy of INVOICE & Packing List using Hobbit form

Please note: Shipments which are not addressed to Worldwide Logistics S.A can't be accepted. Previous PRE ALERT is required in all cases.

3. SHIPPING DOCUMENTS

Temporary & Permanent shipments must be packed and documented separately.

For each shipment we need:

- ✓ **Permanent Shipment:** Commercial Invoice & Packing List in Spanish completed on Hobbit's form (1 original and 1 copy by e-mail on excel file). *In some cases (depending on the type of product or country of origin), Certificate of Origin may be required.*
- ✓ **Temporary Shipment:** Proforma Invoice & Packing List in Spanish completed on Hobbit's form (1 original and 1 copy by e-mail on excel file).
- ✓ Transport documents:
 - AWB: original by airline
 - CRT: original by Truck Company

- B/L: 2 originals sent by courier + full set of documents.
- ✓ Sanitary documents (for food stuff, plants, animals. medical equipment), **if necessary.** , by e-mail in advance and Original by courier. In all cases it must be issue according to the agreements between the origin country and Argentina Sanitary Department. Ask in your local Sanitary Department.

4. DEADLINES DATES FOR ARRIVAL IN BUENOS AIRES

All exhibition goods must arrive in . Buenos Aires:
(Deadlines for the show can be checked above, on page 1.)

10 working days before deilvery	Air Freight consignments Aeropuerto Internacional de Ezeiza - Ministro Pistarini
15 working days before deilvery	Sea Freight consignments Puerto de Buenos Aires
15 working days before deilvery	International Truck Freight consignments

These are the regular deadlines, however, the exhibitor must have in mind that their own deadlines will depend on the delivery date needed. For airfreight shipments the cargo should arrive to Buenos Aires Airport (EZE) **10 working days** before the delivery date and for seafreight and roadfreight shipments the cargo should arrive to Buenos Aires Port **15 working days** before the delivery date.

5. LATE ARRIVAL

HOBBIT® won't accept shipments that arrive after deadline without a signed "Late arrival form" (Please find sample at ANNEX I).
Late arrival surcharges after deadlines: 25%

However, **HOBBIT®** will make all reasonable efforts to ensure delivery before the show opens; however, no guarantees can be given. The surcharge will apply regardless of delivery date to the show site.

6. TRANSPORT DOCUMENTS: INSTRUCTIONS & CONSIGMENT

For individual direct Airwaybill, Bill of Lading or CRT:

<u>Consignee:</u>	WORLDWIDE LOGISTICS S.A./ " _____ " (Exhibitors´ s name) CUIT: 33-70735073-9 Para: "EXHIBITION'S NAME" Stand # ____ - Hall # ____ Alsina 1290, 5º B Buenos Aires – Argentina
<u>Notify:</u>	WORLDWIDE LOGISTICS S.A. Tel: 4382-8182

For consolidated airfreight shipments:

MAWB:

Consignee: WORLDWIDE LOGISTICS S.A.
CUIT: 33-70735073-9
Alsina 1290, 5° B
Buenos Aires – Argentina

Notify: WORLDWIDE LOGISTICS S.A.
Tel: 4382-8182

HAWB:

Consignee: Same as individual direct air waybill

- Airfreight shipment:
 - We strongly recommend direct AWB for airfreight shipment.
 - For consolidated shipment a HAWB for each exhibitor and a consolidation manifest must be issued and show in description “**consolidated cargo as per attached manifest**”.
 - Consolidated shipments received through other forwarders may apply to a different “handling documents” tariff.

- Seafreight shipment:
 - If you are willing to ship temporary and permanent shipment on one FCL a “**part of**” B/L must be issued to separate both cargoes.
 - Consolidated shipments (MB/L + HB/L) won’t be accepted. In this case the shipper must send cargo LCL condition using NVOCC agent.

- In every case:
 - Freight value must be shown on air waybills. **DO NOT DECLARE FREIGHT “AS AGREED”**
 - Temporary cargoes must be packed and shipped on a separate B/L, CRT or AWB (or HAWB) from permanent goods
 - If you have to include NCM Code, please ask us before including them on the transportation documents.

NOTE: All exhibition goods must be sent “**Freight Prepaid**”

7. INVOICE INSTRUCTIONS

Separate documentation and packing must be issued for permanent and temporary admission.

Invoices and Packing lists should be consigned to:

WORLDWIDE LOGISTICS S.A./
“ _____ ” (Exhibitor’s name)
Para: “EXHIBITION’S NAME”
Alsina 1290, 5° B – Buenos Aires, Argentina

INVOICE must be completed as follows:

- on Hobbit's form with Exhibitors Logo,
- in Spanish Language (*translation from English to Spanish is available upon request. Cost for this service will be quoted accordingly*),
- with the inscription "Original Invoice",
- Consignee - as detailed above,
- Invoice number,
- Place and Date of Dispatch,
- Full description of all items including brand, serial and part number and constituent material if applies,
- State if goods are new (never been used) or used (maybe in other show or as demo),
- The Incoterm used must be **FOB**.
- **Unit price:** Every individual item, including give-away items and brochures, must have a FOB value expressed in U.S. Dollars or Euros. According to the local Regulations, this value may be adjusted following Customs requirements.
- Total price,
- Harmonized (Brussels) System code for each invoiced item,
- Gross & Net Weight / quantity of packages,
- The following declaration must be indicated for **temporary admission**:
"Mercadería únicamente para ser exhibida en "EXHIBITION'S NAME", y retornará a origen después de la feria".
"Mercadería de Origen (Country of Origin - Country of manufacture)"
- The following declaration must be indicated for **permanent admission**: *"Valor solo a fines aduaneros"- "Mercadería únicamente para ser exhibida en "EXHIBITION'S NAME" – Mercadería Sin Valor Comercial.*
"Mercadería de Origen (Country of Origin – Country of manufacture)"

Please to assist with customs clearance, provide a descriptive brochure, catalogue or internet site with photograph describing your material.

IMPORTANT NOTE: Please do not place any items in your boxes that are not declared on your commercial or proforma invoice/packing lists. Untrue information to the Custom Service will result on high fines and penalties for the shipper and even non delivery of goods on time for the show.

8. PACKING

Exhibitors will be responsible for the packing of its cargo.

Empty cases, for temporary shipment, will be stored during the exhibition and retrieve for the repacking at the end of the show.

The exhibitor will also be responsible for the re-packing after the show.

If the shipping company, requests a special packing or if we considered that the safety of the cargo is compromised, we'll proceed to repack and quote accordingly.

9. CASE MARKING

All packages must be marked on at least two sides of each case, as follows:

Exhibitor Name: _____ For "EXHIBITION'S NAME" Buenos Aires - ARGENTINA Hall N° _____ - Stand N° _____ Case Number (N°1 / total and up- example 1/10,2/10 etc.) Gross Weight (Kg.) Dimensions (m) TEMPORARY ADMISSION or DEFINITIVE ADMISSION (if applicable)

10. WOODEN CRATE / PALLET

Be informed that, in our country, the entry of shipments packing in wooden crates and pallets, require fumigation process in origin. This procedure must be done before the shipment and the corresponding Official Certificate must be included in the documentation.

If packing material is not wood, a Certificate of Non-wooden Packing Material issued by the Shipper / Exporter is required to be included with the documentation.

11. INSURANCE

It is the responsibility of each exhibitor to arrange Insurance covering during the exhibition. One original copy of the Insurance Policy is required to be sent with documentation.

12. ONSITE HANDLING

Our quotation includes the first movement and delivery to stand or nearby. Secondary movements as lifting/repositioning will be quoted and charges separately.

Packing and unpacking is not included.

Important: If you are exhibiting bulky/heavy equipment that requires special handling to place it in position on your stand, we kindly ask you to supply us with a scale layout drawing and a brochure describing the product so that the items can be positioned early during the build-up period.

13. TEMPORARY ADMISSION SHIPMENT

The venue in Buenos Aires is not a customs bonded area and temporary imports will require a guarantee in order to avoid payment of duty. Hobbit ® Worldwide Logistics will submit necessary temporary import bonds on behalf of exhibitors, but these are only valid for two months from date of Customs Clearance.

14. RETURN OF EXHIBITS

Approximately three weeks are required for the previous warehouse verification and preparation of all documents for re-export of exhibits and the obligatory Customs inspection. **If you need your exhibits to be forwarded to another exhibition, and/or on a shorter deadline, please send detailed instructions when you request your quotation.**

All products imported under temporary admission in Argentina must be either returned to the origin or to another country sold to a licensed Argentine Importer. **Goods CANNOT be sold or given during the show.**

Every good must be given back to Hobbit® after the show. If during the dismantling we don't receive the goods that were imported under temporary basis, we'll have to issue a police and customs report for the missing goods. This will carry the payment of duties and taxes + very high penalties due to the wrongful removal of these goods from customs control.

Hobbit® Worldwide Logistics S.A. doesn't handle the shipments to other freight forwarders due to the responsibility we have as the cargo's importer. Hobbit® will always offer the exhibitor freight competitive market rates.

15. PERMANENT ADMISSION SHIPMENT

All trade advertising, giveaways, promotional literature and expendable items must be shipped only as PERMANENT ADMISSION.

Duty rates in Argentina are very high. Average rate is 85 % on CIF value.

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

Be careful with your permanent shipment. If you are planning to send any of the following items, please contact us to check if they can be imported or if any certification is required.

- Bags
- CDs & DVDs
- Food and beverages
- Toys
- Brochures and printed material
- Batteries
- Fabrics
- Electrical and Gas Equipment



16. DELIVERY INFORMATION

Hobbit® must be informed show contact details, date and time to receive the goods 5 (five) working days before delivery time.

Note : exhibitor must be at the booth to receive the goods, if not Hobbit® will leave the goods with the Show Official Security Service and will invoice this service to the exhibitor.

17. COURIER SHIPMENTS

Courier services have special Customs regulations and “door-to-door service” doesn’t apply in most cases.

If anyway, you decide to use this way to ship, PLEASE ask for our special instructions. Handling and delivery charges will apply for couriers consigned to us.

NOTE: We won’t accept any charges from your courier company and therefore will refuse the shipment!

18. TERMS OF PAYMENT

In order to start the corresponding Customs procedures and operations, total amount of expenses previously quoted, must be credited on our Bank. Remitting Bank charges are for exhibitor’s account. We will inform our bank details on time.

However our total handling charges will be confirmed after customs clearance.

The balance between your deposit and our invoice will be informed at time of the delivery to stand.

19. USEFUL CONTACTS – FAIRS & EXHIBITION DIVISION

Mrs. Silvia Muzzupappa	silviam@hobbit.com.ar	Import Manager
Mr. Eduardo Gonzalez	egonzalez@hobbit.com.ar	Project Manager
Mr. Diego Sita	dsita@hobbit.com.ar	Operation Manager
Mrs. Miriam Ruppi	mruppi@hobbit.com.ar	Account Department

In case you have any inquiries or want to know about specific points not fully covered, please do not hesitate to contact us without delay.

We wish you success with the exhibition and offer you all assistance you may need.

Yours faithfully,

HOBBIT ® WORLDWIDE LOGISTICS
FAIRS & EXHIBITIONS & CUSTOMS BROKER
INTERNATIONAL FREIGHT FORWARDERS
hobbit@hobbit.com.ar
Alsina 1290, 5° B
(1088) Buenos Aires – Argentina
Phone: (54 11) 4382-8182

ANNEX I

LATE ARRIVAL FORM

ISSUED IN CUSTOMER FORM

The undersigned representative of _____ has been advised by
(Shipper/Company)
HOBBIT® WORLDWIDE LOGISTICS S.A. that due to excessive time constraints, their
shipment from _____ to _____ may not clear customs in time
Origin Destination
for delivery at the requested time and place as indicated on the International Shipping Order.

_____ has instructed HOBBIT® WORLDWIDE LOGISTICS S.A.
The undersigned
and its authorized agents to ship their freight despite time constraints, releasing HOBBIT®
WORLDWIDE LOGISTICS S.A. and authorized agent from any responsibility for late
arrival and accepts all financial obligations for the shipment to the above destination.

Signed: Date:
Name and Title :..... Company:

AS AGENT :

Signed Date.....
Name..... Title.....