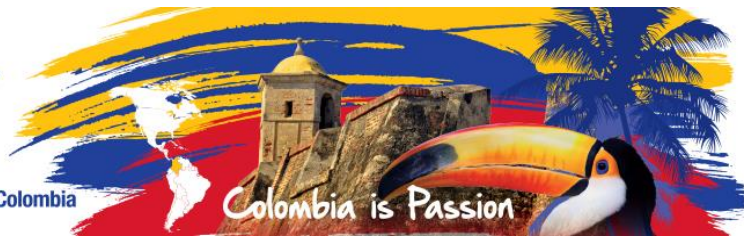


**41ST WORLD SMALL
ANIMAL VETERINARY
ASSOCIATION
CONGRESS**

27-30 September, 2016 | Cartagena, Colombia



Dear Exhibitor/Stand Builder

Hermes is the official handling agent for KENES congresses in 2016. We are a full door to door service company. As such, we are pleased to update you regarding arrangements for shipping, international freight forwarding, customs clearance and onsite services for WSAVA 2016 Congress.

Hermes Exhibitions & Projects Ltd.

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INFORMATION OF RELEVANCE TO THE EXHIBITOR

We would like to clarify the following important points in order to avoid any inconvenience with the entry of your goods to the Fairground.

Legal entry to the Fairground

According to the customs regulations in Cartagena: ALL SHIPMENTS COMING FROM ABROAD that are received in the TRANSITORY FREE ZONE of the Convention Center (HOTEL LAS AMERICAS for the WSAVA event) have to be submitted to an official customs entry to the Fairground which is done by a Customs Broker in order to avoid PAYMENT OF DUTIES AND TAXES.

This year WSAVA has nominated SUNRISE CARGO/DB SCHENKER as the official Broker for issuing the legal entry of your goods.

THIS APPLIES ALSO FOR ALL COURIER DISPATCHES THAT COME FROM ABROAD.

Ignoring this mandatory request can cause serious problems that can involve fines as well as the loss of your freight.

A Customs Agent is going to verify the cargo and provide the approval of entry or exit of the freight.

In order to enter your freight for the exhibition it is necessary that the exhibitors PAY IN ADVANCE the costs for the local operation. You may pay by electronic transfer to our bank account.



Please note there are NO cargo Aircraft connections directly to Cartagena, therefore all freights must be dispatched via Bogotá airport. Destination on the Air Way Bill must show: **CARTAGENA via BOGOTA.**

To assure the final delivery process of your goods starting from Bogota airport up to the fair in CARTAGENA, the latest arrival date in Bogotá is **Friday, September 9th.**

This procedure is performed because the transit in Bogota can take up to 4 days plus one additional day for transfer from Cartagena Airport to the Fairground + the Customs entry.

Transfer from Bogota Airport to Cartagena Airport:

The connections from Bogota to Cartagena are in passenger's flights and therefore the **MAXIMUM DIMENSIONS OF YOUR FREIGHT MUST not exceed the dimensions below:**

- Max Dimensions per Piece: 100 x 100 x 110 Cm
- Max Weight per piece: 150 Kg
- Max Weight Per AWB: 750 Kg

RECEPTION OF YOUR FREIGHT

Exhibitors can send their freight to the Tax Free Zone starting **Thursday, August 25** and will have time to re-dispatch them before **Monday, October 31** in order to get the benefits of the Tax Free Zone.

Documents required for the customs process:

- a) Air Way Bill or Transport Document: With the specifications explained later.
- b) Commercial Invoice: Has to be consigned as the Transport Document and divided in to:
 - Commercial Invoice with the advertising products, POP, Souvenirs and give-away that are going to be used during the fair, indicating the value, weight and dimensions of each item. It must also show the currency and the INCOTERM.
 - Commercial Invoice with exhibition goods which are going to be re-exported to their origin or another land indicating the value, weight and dimensions of each item. It must also show the currency and the INCOTERM.

REMARK: All documents, no matter if you are doing the international transport with us or not, must be sent prior to shipping for final check to avoid any customs inconveniences. Please make sure to send the documents to us by mail in advance.



SHIPPING INSTRUCTIONS

Exhibitors have to inform the freight forwarder how to consignee the Transport Document that should be as follows:

PROTUCARIBE S.A.

NIT. 890.404.389-3

MERCHANDISE IN MOVING TO TRANSITIONAL ZONE PROTUCARIBE S.A. COD. 2893

FAIR OF WSAVA 2016 CONVENTION CENTER HOTEL LAS AMERICAS

CARTAGENA - BOLIVAR

Box or merchandise identification

ALL Boxes, Carts etc., have to be identified as above.

SHIPMENTS COORDINATION

Airfreight shipments

Please note that there are NO cargo Aircraft connections directly to Cartagena, therefore all freights must be dispatched via Bogotá airport. Destination on the Air Way Bill must show:

CARTAGENA via BOGOTA.

If your pieces are bigger or heavier than the dimensions mentioned in the previous page, and cannot be divided, the transport from Bogotá to Cartagena is going to be made **by Land**.

Please request a special quotation from us for this service.



SHIPMENT CATEGORIES

Please make sure to pack and to issue a separate HAWB, invoice and packing list; one for **temporary importation** and a different one for **final importation**.

All shipments must be packed, labeled and sent according to the appropriate destination/category as indicated below. Please **do not mix** different types of shipments in one box.

Categories:

1) Insert - for participant bags

2) Marketing/promotion material - for unmanned display

3) Exhibition goods-for exhibition stand only

INSURANCE

It is the exhibitor / stand builder responsibility to have comprehensive insurance coverage whilst in transit storage and onsite for the duration of the exhibition and return.

We will not accept any responsibility for loss or damage of the exhibitor's equipment.

PAYMENT TERMS

In order to ensure move in/out of your shipment, please notify Hermes immediately about any requirements relating to invoices. All invoices must be settled by exhibitors/contractors and agents prior to the congress. In case of non-payment of invoices, shipments will be held in storage until the invoices are paid in full.

TERMS AND CONDITIONS

All orders are accepted exclusively on the basis of the local forwarders terms and conditions (ADSp).

ADVANCED SHIPPING

Shipments sent **prior to the congress** is possible for goods arriving to the **warehouse in Cartagena** between **August 25 to September 23**.

Exhibitors, stand builders and suppliers wishing to ship goods and bag inserts, are requested to contact Hermes in advance, and provide the following information by email:

Number of pieces _____
Dimension in CM _____ / Weight in Kg _____ of each box
Consumables _____
Exhibitions goods _____
Requested date _____ / hour of arrival _____

- Goods arriving to the warehouse **must be customs cleared** or **local goods**.
- Goods must be properly marked with the following:
 - ✓ Congress name
 - ✓ Exhibitor name
 - ✓ Stand number
 - ✓ Bag Inserts
 - ✓ Display Table Material
- Goods must have full insurance coverage.
- Shipments should be **clearly marked**.
- Please indicate clearly on the box/s if it is for: **Exhibition Goods**, **Bag Inserts** or for **Display Table**.
- **Do not mix** between the different categories. Please pack it in **separate boxes**.

Please find below the costs for the above services:

- Storage per month or fraction: USD 0.75 % Over CIF Value Minimum USD 325.00
- Operative charges: USD 100.00
- IN & OUT: USD 0.12 Per Kg Minimum USD 75.00
- Insurance: USD 0.12 / CIF Value
- Unloading: USD 0.09 Per Kg Minimum USD 75.00

Full payment should be made prior to the congress.

HANDLING TARIFF

INWARD MOVEMENT/ OUTWARD

| HANDLING Air freight shipments | Rate in US\$ | MIN. |
|---|---------------------|-------------|
| Transfer from Bogota Airport to Cartagena Airport | 2.05 | 165.00 |
| Airport handling (Per outlay +10%pre payments) Estimation | | 100.00 |
| 100-200 kg | 160.00 | |
| 200-300 kg | 260.00 | |
| 300-500 kg | 350.00 | |
| 500-1000 Kg | 550.00 | |
| 1000-5000 Kg | 655.00 | |
| Insurance fee (for the transit) | 1.75 % AWB Value | |
| Cargo Release & Airline Handling | | 165.00 |
| Delivery to the Fair | | |
| 0-100 kg | | 140.00 |
| 100-500 kg | | 195.00 |
| 500-800 kg | | 240.00 |
| On site Handling per CBM / 167 Kg | 80.00 | 80.00 |
| Customs entry Fairground/ per Hawb | | 400.00 |
| Customs inspection per outlay | | 120.00 |
| Handling of empties / per CBM | 75.00 | Min 3CBM |
| Forwarding commission - per order / shipment | | 55.00 |

Outbound Handling Charges

The same rates will apply for outbound services.

Please note the below:

- The above rates do not include duties and taxes as per outlay +10% IVA (vat) 16% in Colombia will be added to the cost
- The above rates are for services provided from MON – FRI
Working hours 08:00 – 17:00
- Overtime surcharge (18:00 – 08:00)
Additional 35 % on total move in/out charges
- Saturday Sunday & Holidays
Additional 75 % on total move in/out charges