

**INA PAACE AUTOMECHANIKA MÉXICO 2019**  
**CENTRO CITIBANAMEX**  
**JULY 10 -12 2019**  
**México City, México**

**Instructions Letter**

This Instructions Letter has the services that MILLENIUM CARGO provides to the exhibitor for the International Transportation of the merchandise destined to the Exhibition, including customs clearance and handling at the show site. Also we provide all the necessary information to the exhibitor about deadlines, documentation, general services and Mexican Customs Regulations.

**Our Services**

- International Transportation of your shipment.
- All the customs procedures for temporary and permanent Importations.
- Local transportation for airport/port to an advanced receiving warehouse and to show site.
- Loading and unloading the shipments at show site.
- Delivery of your shipment to your booth.
- Warehousing of empty boxes.
- Exportation of your shipment at the end of the show.
- Bonded warehouse
- LCL shipments into Mexico City

## Deadlines

The shipments must arrive to our consolidation points before the following deadlines:

- |  |               |
|--|---------------|
| 🕒 Sea Shipments:   | June 20, 2019 |
| 🕒 Air Shipments to the Mexico City International Airport | June 30, 2019 |
| 🕒 Truck Shipments to Laredo Tx.                          | June 27, 2019 |
| 🕒 Advanced warehouse arrival.                            | July 5, 2019  |

## Notes

- All the shipments arriving after our deadline will apply an extra charge.
- All the shipments must be insured by the exhibitor.

## Marks & Numbers

All the cases must be labeled in one side with the following information:

- ☐ Exhibition Name
- ☐ Exhibitor Name.
- ☐ Booth Number/Pavillion.
- ☐ Dimensions.
- ☐ Case Number (Ex.: 1/5).
- ☐ Waybill Number
- ☐ Net and Gross Weight in kgs.

## Notes

- Please pack your merchandise in suitable boxes for the International Transportation. A safety packing allow the delivery in good condition to the booth in order to avoid any damage in the international transportation or during the drayage services, if not Millenium Cargo will not be responsible of any damage.
- If you send your shipment with padlocks send the combination numbers or keys for the customs revision, in case that we can't open the boxes, the customs authorities will destroy the padlocks and the merchandise could have some damages.

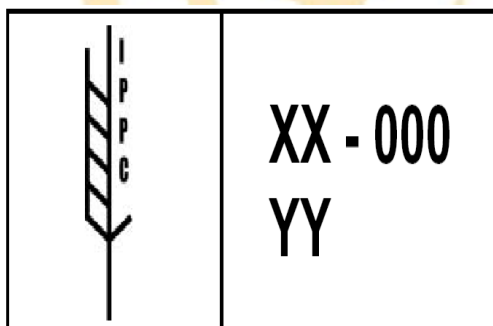
- If your shipment require some special handling please labeled with the instructions (fragile, do not stack etc.)
- The wood packages must be declared in the transportation documents (BL or Airwaybill). If this is not done the customs clearance could be stopped by the health authorities.
- If you send wood packages remember that this must be sent with the Fumigation Certification and the Wood stamped by the health authorities.

### Packaging

For all the merchandise send to Mexico as per rule this needs to have the revision at Mexico Customs area, we suggest to ship your merchandise in PLASTIC CONTAINERS, BANDED OR PLASTIC PALLETS.

In case that you have crates or wooden pallets the wood must be fumigated with Methyl Bromide (MB) or a heat specific treatment (HT).

If this is the case that you have crates or wooden pallets, you need to send the fumigation certificate and these must be stamped as:



Its:

**XX- 000:** Country code and register number

**YY-:** Type of treatment (MB or HT)

Requirements for any type of food:

The import for some food goods in Mexico, no matter the presentation, has to fulfill certain

government requirements and authorizations. Depending on the products the paper work can take up to one month, that is why to avoid any problem we require at least 45 days in advance copy of the following documents:

- Commercial Invoice
- Type of Presentation
- Quantity
- Unit Commercial Value
- Technical Letter (Ingredients of the Product)

Once this documents are presented to the corresponding authorities and this is authorized or declined the importation, dispatching a letter with requested documents that will have to present at the moment of the custom procedure of the merchandise.

## DOCUMENTS

### Commercial Invoice

The Invoices must be consigned to:

Exhibition Name  
Exhibitor Name  
Booth Number

The following information is required in the invoice:

- Invoice Number
- Description of each item.
- Unit value per item.
- Invoice Total Value (in euros or us dollars)
- TAX ID Number

### Packing List

The packing list must include every item mentioned in the commercial invoice with the following detailed information:

- Case Number (Ex.: 1/5)
- Net and gross weight in Kgs per case
- Dimensions
- Description per item.

### Transport Documents

#### SEA FREIGHT (VERACRZ, MANZANILLO, TAMPICO)

The Bill of Loading must be consigned as follows:

- Consignee: Millenium Cargo SA de CV  
Av. México No.5 A  
Col. México Nuevo  
Atizapán, Estado de México C.P.52966  
Tel: (55) 5362-7899



#### **AIR SHIPMENTS TO Mexico City INTERNATIONAL AIRPORT**

- Consignee: Millenium Cargo, S.A. de C.V.  
Exhibitor Name  
INA PAACE AUTOMECHANIKA MÉXICO 2019  
Tel: (55) 5362-7899

#### **TRUCK SHIPMENTS**

- Consignee: Millenium Cargo, S.A. de C.V.  
Please contact: Jorge Vizcarra / Mario Salinas  
Phone 52 (55) 53627899  
[jorgevizcarra@milleniumcargo.com.mx](mailto:jorgevizcarra@milleniumcargo.com.mx)  
[mariosalinas@milleniumcargo.com.mx](mailto:mariosalinas@milleniumcargo.com.mx)

#### **NOTES.**

- In all the cases the airfreight, sea freight or truck freight charges must be paid in origin.
- All the temporary and permanent Importations must have independent documents and packing. Food must be sent as another shipment, be sure that the sanitary Secretaries already give the authorization before shipping.

#### **Shipment Information**

Please send with the shipment a catalogue of the merchandise in order to avoid any error in the customs classification. Also send a copy by fax or email to Millenium Cargo.

#### **Documents and Information**

- For the sea freight shipments the original documents must arrive to our office 15 days before the arrival of the cargo.
- For the air shipments the original documents must be attached to the Airway Bill.
- For the truck shipments attached the original documents with the shipment.
- In all the cases you have to send copy of all the documents 24 hours after you send the shipment.



### General Information

- The brochures, printed material and other giveaways need to pay import taxes in Mexico, please ask for information before you ship them.
- All the articles send to the show must be declared in the commercial invoice and packing list.

### Payment Instructions

The total amount of our Invoice has to be paid before the shipment arrive to the show, we will let you know on time all the necessary information and date for this.

### Communication

The communication is the successful key of our job, so please don't hesitate to contact us with any doubt or information you need any time.

Millenium Cargo S.A. de C.V.

☎ Tel.: (52)(55) 5362-7899

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