



**PROTRAC FAIRS & EXHIBITIONS S.A.S**  
**INTERNATIONAL FREIGHT FORWARDER**  
**NIT 900.174.836-1**

# **LABEL SUMMIT LATIN AMERICA 2019**



**LABEL SUMMIT**  
**LATIN AMERICA 2019**

MAY 14th – 15th 2019

PLAZA MAYOR

MEDELLIN COLOMBIA

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**Trasversal 56 N0 105 37 Oficina 504**  
**Building Cient6**  
**PBX (1) 383 92 93**  
**BOGOTA COLOMBIA**

**E-mail**  
**[antonio.rodriguez@protracfairs.com](mailto:antonio.rodriguez@protracfairs.com)**  
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### **1. GENERAL INSTRUCTIONS**

- a) Shipments via courier are not recommended for this kind of shipments due to customs spot checks at courier hub requiring to do a cargo clearance process what would cause lost of time and double cost and most of the times shipment cannot be recovered.
- b) Hand carry shipments have to be handled directly by exhibitor since we can get involved only when shipment hold by customs at airport and there it is too late to recover a shipment,
- c) Products for human consumption ( beverages, food etc) require Colombian health certificate .We do this process but it could take about 2 or 3 months to get the approval and there are special products requirements to be able to get it.
- d) Permanent items have to be separately packed from temporary items and covered by different invoices.
- e) There is a customs inspector at venue checking each shipment so pls keep in mind that any irregularity regarding weight , quantity or contents lead to heavy fines that have to be paid by exhibitor. Information has to match cipl-Awb-Physically contents
- f) Each exhibitor can work with his own agent at origin ,always with PROTRAC FAIRS & EXHIBITIONS S.A.S. In Colombia but we suggest for easier and better handling to work with the network of PROTRAC FAIRS & EXHIBITIONS S.A.S. so we can be in charge of the shipment from pick up at origin until delivery at booth and for temporary items also picking up the goods at booth after the fair to return it to origin.



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## **2. ARRANGEMENT PROCESS FOR EXHIBITORS**

a) To contact Protrac Fairs & Exhibitions S.A.S

**[antonio.rodriguez@protracfairs.com](mailto:antonio.rodriguez@protracfairs.com)**

**[sales.backoffice@protracfairs.com](mailto:sales.backoffice@protracfairs.com)**

**Mobile ph 57 312 5141 688**

b) To provide shipment details

c) Protrac Fairs & exhibitions S.A.S. provides a quotation

d) Exhibitor accepts the quotation

e) Protrac Fairs & exhibitions arranges shipment handling with his agent at origin

e)Protrac fairs & exhibitions S.A.S. bills the shipment

f)Exhibitor pays the costs before goods delivery

## **3.FREIGHT ARRIVAL DEADLINES**

Following dates are the best option to ensure availability of your exhibitions goods on time.

### **3.A.DESTINATION PORTS**

<b>Seafreight</b>	Cartagena ( CTG)
<b>Airfreight</b>	Intnl Airport JOSE MARIA CORDOVA MDE



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### **3.B AIRFREIGHT SHIPMENTS**

<b><u>Shipping documents</u></b>	<b><u>Via E-mail</u></b>  -7 working days prior to flight departure (CIPL in excel file & Awb draft).
<b>Deadline Cargo arrival at MEDELLIN AIRPORT JOSE MARIA CORDOVA ( AIR)</b>	07MAY19

Terms after above mentioned deadlines may lead to extra costs.

#### **3.B.1. AIRFREIGHT DOCUMENTS INSTRUCTIONS**

##### **a) AIRLINE**

Suggested airlines AVIANA, TAMPA and other airlines operating flights to MDE airport.

##### **b) AWB**

**ONLY DIRECT AWB ACCEPTED (HAWBs NOT ACCEPTED )**

<b><u>CNEE</u></b>	PLAZA MAYOR CONVENCIONES Y EXPOSICIONES S.A ZONA FRANCA TRANSITORIA Y/O PROTRAC FAIRS & EXHIBITIONS S.A.S. EXHIBITOR COMPANY NAME , CONGRESO LABEL SUMMIT 2019 CLLE 41 55 80 MEDELLIN COLOMBIA
<b><u>NOTIFY</u></b>	ANTONIO RODRIGUEZ Q PROTRAC FAIRS & EXHIBITIONS S.A.S. Tel 57 312 514 1688 Antonio.rodriquez@protracfairs.com Bogotá Colombia

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<b><u>NATURE AND QUANTITY OF GOODS</u></b>	Mercancia de exhibicion (brief description of goods)
<b><u>HANDLING INFORMATION BOX</u></b>	MERCANCIA PARA EVENTO LABEL SUMMIT 2019 EN PLAZA MAYOR “
<b><u>FREIGHT</u></b>	<b>PREPAID</b>

**c) COMBINED COMMERCIAL INVOICE**

<b><u>SHIPPER” LOGO</u></b>	
<b><u>SOLD TO</u></b>	PLAZA MAYOR / <u>EXHIBITOR NAME</u> <u>Pavillon &amp; Booth nbr</u>
<b><u>REMARKS ( 2 different invoices for GOODS and for BROCHURES +ADVERTISEMENT MATERIAL )</u></b>	<ul style="list-style-type: none"> <li>• MERCANCIA EN TRANSITO PARA EVENTO “LABEL SUMMIT 2019 EN PLAZA MAYOR “</li> <li>• VALORES SOLO PARA EFECTOS DE ADUANA/ VALUE ONLY FOR CUSTOMS PURPOSES</li> <li>• SEPARATED AMOUNTS FOR CIF (FOB , INSURANCE, FREIGHT )</li> <li>• TERMS CIF</li> <li>• HS CODE IS MANDATORY</li> </ul>

**d) CASE MARKING**

All cases should be marked as follows:

PLAZA MAYOR MEDELLIN ZONA FRANCA TRANSITORIA CALLE 41 No 55 35 Exposiciones Tel (57) 312 514 1688 EVENT LABEL SUMMIT 2019 EXHIBITOR NAME Y/O PROTRAC FAIRS & EXHIBITIONS S.A.S. PAVILLON .....Booth .....
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