



## 1. INTRODUCTION

Multitranportes Internacionales is pleased to serve you as freight forwarder, customs brokerage and drayage service for exhibitors attending to **TECNO MULTIMEDIA INFOCOMM 2018** exposition show. 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.
- Custom 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.

### Multitranportes Internacionales

Almacén México: Av. Presidente Juárez No. 2007, Lote 2, acceso por calle Niño Flavio Zavala, Fraccionamiento Industrial los Reyes, C.P. 54073, Tlalnepantla de Baz.  
[jpelcastre@mtinter.com.mx](mailto:jpelcastre@mtinter.com.mx)  
Tel. 5360 – 1009 / 4170 - 8208

### Cargo Trading International

Carrera 70C No. 53 – 73 Barrio Normandia.  
ZIP CODE 111071 BOGOTA - COLOMBIA  
[camilo.pita@cargotrading.net](mailto:camilo.pita@cargotrading.net)  
Tel. (571) 4102851

## 2. CONTACT

For transportation, customs clearance and drayage services quote, Mexican or worldwide exhibitors who send goods to our warehouse in Naucalpan, 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 [jpelcastre@mtinter.com.mx](mailto:jpelcastre@mtinter.com.mx), [vrodriguez@mtinter.com.mx](mailto:vrodriguez@mtinter.com.mx), and [horozco@mtinter.com.mx](mailto:horozco@mtinter.com.mx)

- [Quote Request Form](#)
- [Commercial / Proforma Invoices](#), giving detail commodity description, unit value, total value, booth no. and Tax ID.
- [Shipping Label](#)
- [Return 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.*

### **Multitransportes Internacionales**

Almacén México: Av. Presidente Juárez No. 2007, Lote 2, acceso por calle Niño Flavio Zavala, Fraccionamiento Industrial los Reyes, C.P. 54073, Tlalnepantla de Baz.  
[jpelcastre@mtinter.com.mx](mailto:jpelcastre@mtinter.com.mx)  
Tel. 5360 – 1009 / 4170 - 8208

### **Cargo Trading International**

Carrera 70C No. 53 – 73 Barrio Normandia.  
ZIP CODE 111071 BOGOTA - COLOMBIA  
[camilo.pita@cargotrading.net](mailto:camilo.pita@cargotrading.net)  
Tel. (571) 4102851

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

**Quote Requests:**

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

Negra Modelo No. 106 Col. Modelo  
Naucalpan de Juárez, Estado de Mexico, Mexico. C.P. 53330  
Ph. 00 52 55 5360 1009 / 00 52 55 4170 8208

- Javier Pelcastre [jpelcastre@mtinter.com.mx](mailto:jpelcastre@mtinter.com.mx)
- Viridiana Rodríguez [vrodriquez@mtinter.com.mx](mailto:vrodriquez@mtinter.com.mx)
- Hugo Orozco [horozco@mtinter.com.mx](mailto:horozco@mtinter.com.mx)



**Cargo Trading International**

Calle 40 No. 20 – 27 Barrio La Soledad.  
PHONE: (571) 320 1400 / 287 1400 / 285 1417  
Bogota, Colombia

Camilo Andrés Pita [camilo.pita@cargotrading.net](mailto:camilo.pita@cargotrading.net)



**Multitransportes Internacionales**

Almacén México: Av. Presidente Juárez No. 2007, Lote 2, acceso por calle Niño Flavio Zavala, Fraccionamiento Industrial los Reyes, C.P. 54073, Tlalnepantla de Baz.  
[jpelcastre@mtinter.com.mx](mailto:jpelcastre@mtinter.com.mx)  
Tel. 5360 – 1009 / 4170 - 8208

**Cargo Trading International**

Carrera 70C No. 53 – 73 Barrio Normandia.  
ZIP CODE 111071 BOGOTA - COLOMBIA  
[camilo.pita@cargotrading.net](mailto:camilo.pita@cargotrading.net)  
Tel. (571) 4102851

### 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

- Air shipments arriving at Bogota Airport: **September 20th, 2018**
- FCL Sea shipments arriving at Veracruz, Manzanillo, Altamira: **September 13th, 2018**
- LCL Sea shipments arriving at Veracruz, Manzanillo, Altamira: **September 7th, 2018**

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:

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

### 4. CUSTOMS RESTRICTIONS

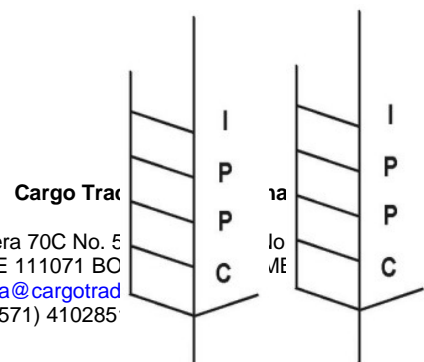
Due to sanitary inspection and permits, the following products will stay on our facilities and be sent to your company as soon as your goods return from the expo:

- 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

#### Multitranportes Internacionales

Almacén México: Av. Presidente Juárez No. 2007, Lote 2, acceso por calle Niño Flavio Zavala, Fraccionamiento Industrial los Reyes, C.P. 54073, Tlalnepantla de Baz.  
[jpelcastre@mtinter.com.mx](mailto:jpelcastre@mtinter.com.mx)  
 Tel. 5360 – 1009 / 4170 - 8208

Carrera 70C No. 5  
 ZIP CODE 111071 BC  
[camilo.pita@cargotrad](mailto:camilo.pita@cargotrad)  
 Tel. (571) 410285



***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.***



## **5. 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.

## **6. 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.

## **7. CLOSING OF EXHIBITION**

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

During the show, our on-site staff will distribute the following documents:

- Copy of commercial invoice
- Return Form
- Return shipping labels

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.

### **Multitranportes Internacionales**

Almacén México: Av. Presidente Juárez No. 2007, Lote 2, acceso por calle Niño Flavio Zavala, Fraccionamiento Industrial los Reyes, C.P. 54073, Tlalnepantla de Baz.  
[jpelcastre@mtinter.com.mx](mailto:jpelcastre@mtinter.com.mx)  
Tel. 5360 – 1009 / 4170 - 8208

### **Cargo Trading International**

Carrera 70C No. 53 – 73 Barrio Normandia.  
ZIP CODE 111071 BOGOTA - COLOMBIA  
[camilo.pita@cargotrading.net](mailto:camilo.pita@cargotrading.net)  
Tel. (571) 4102851

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.

## **8. 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.

### **Multitransportes Internacionales**

Almacén México: Av. Presidente Juárez No. 2007, Lote 2, acceso por calle Niño Flavio Zavala, Fraccionamiento Industrial los Reyes, C.P. 54073, Tlalnepantla de Baz.  
[jpelcastre@mtinter.com.mx](mailto:jpelcastre@mtinter.com.mx)  
Tel. 5360 – 1009 / 4170 - 8208

### **Cargo Trading International**

Carrera 70C No. 53 – 73 Barrio Normandia.  
ZIP CODE 111071 BOGOTA - COLOMBIA  
[camilo.pita@cargotrading.net](mailto:camilo.pita@cargotrading.net)  
Tel. (571) 4102851