



**SAGSE Gaming & Amusement Buenos Aires 2010**  
**Centro Costa Salguero – Buenos Aires - Argentina**  
**September 29 & 30, October 1, 2010**

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**Instruction Letter**

This Instruction Letter contains a list of the services we provide for the international transport and customs clearance of the goods to be exhibited, and its moving within the show floor. It also includes all the necessary information about dates, documentation, general procedures and regulations stated by Argentine Authorities.

**Our Services**

- International transport
- Preparation of Import Declaration (temporary and/or permanent.)
- Obtainment of temporary imports guarantees (customs requirement.)
- Payment of applicable fees and charges at port or airport.
- Payment of storage, import duties, taxes and custom charges.
- Inland freight from port/airport to the In Bond Warehouse, and from there to the show's venue.
- Hiring of security guard and insurance.
- Loading / Unloading goods at the show floor.
- Delivery at the booth.
- Inland freight, loading, unloading and storage of empty crates.
- Transportation from the venue to the warehouse after the show's closure.
- Re exportation and/or domain transfer.
- Goods transportation within the show floor (unpacking, assembling, dismantling and repacking staff, supply of forklifts and cranes.)

## Deadlines

Cargo is to be in Buenos Aires prior to the following dates:

🕒 Sea freight:	September 14, 2010
🕒 Airfreight or Truck:	September 20, 2010

### Please note:

- Any cargoes arriving after the deadlines will be subject to additional charges.
- Should the cargo miss the deadlines, ASAP will not be responsible for late arrivals to the show floor.

## Marks & Numbers

All packages must be clearly marked on at least one side and the top, showing the following information:

- ☐ Exhibitor's Name
- ☐ Booth Number
- ☐ Dimensions in centimeters
- ☐ Crate/Case number (e.g.: 1/5)
- ☐ B/L or AWB number
- ☐ Gross Weight – Net Weight, in kilos

### Please note:

- Please make sure to pack exhibits in crates, cases and/or boxes suitable for international transport. A safe packaging is essential to assure a safe delivery of goods at the booth.
- If goods are to be repacked after the show, we recommend avoiding carton reuse.
- Should the crates be locked with padlocks, exhibitors are strongly advised to send ASAP the keys and/or combination numbers so that they can be opened for customs verification.
- Provide special inscriptions on the crates (e.g.: arrows, fragile, do not pile, etc.) when necessary.

- Wooden crates and wooden mounting items should be clearly stated in the transport document (B/L or AWB). Otherwise, clearance of goods may be delayed by sanitary authority.

## DOCUMENTS REQUIRED

### Commercial Invoice

Due to customs requirements, a Commercial Invoice (not a Proforma one) will be needed to clear the goods. That invoice must show unit and total price (per item), in US Dollars, and Harmonized Code (customs classification), per item. It has to be numbered and issued in either Spanish or English.

Invoices must be addressed to:

ASAP Comercio Exterior S.A.  
 Rocha 935 C1166AFA – Buenos Aires – Argentina  
 Ph.: (54-11) 4301-5990  
 Fax: (54-11) 4301-5933  
 Exhibitor's Name:.....  
 Booth Number:.....

Invoices must contain the following information:

**GOODS TO BE EXHIBITED AT “SAGSE 2010” AT “CENTRO COSTA SALGUERO”, September 29 & 30, October 1, 2010**

### Transportation Documents

B/L and/or AWB must be issued as follows:

- Shipper: Exhibitor or its freight forwarder / Address
- Consignee: ASAP Comercio Exterior S.A.  
 Rocha 935 C1166AFA – Buenos Aires – Argentina  
 Ph.: (54-11) 4301-5990  
 Fax: (54-11) 4301-5933
- Notify: ASAP Comercio Exterior S.A.  
 Ph.: (54-11) 4301-5990  
 Fax: (54-11) 4301-5933

Rocha 935 – C1166AFA – Buenos Aires - Argentina – Ph.: (54-11) 4301-5990 – Fax: (54-11) 4301-5933  
 E-mail : [cristian@asapce.com.ar](mailto:cristian@asapce.com.ar) – [www.asapce.com.ar](http://www.asapce.com.ar)

- Note: **GOODS TO BE EXHIBITED AT “SAGSE 2010” AT “CENTRO COSTA SALGUERO”, September 29 & 30, October 1, 2010**
- All sea cargoes must be shipped to Buenos Aires port. All air cargoes must be shipped to Ezeiza (Buenos Aires) Airport. Any other port or airport will not be accepted.
- The AWB or B/L must clearly show the total amount of freight charges. The term “As Agreed” is not allowed.
- All freight charges must be **PREPAID**.
- Permanent Imports and Temporary Imports must be shipped with different sets of shipping documents. Also beverages and edibles must be shipped separately.
- It is highly recommended to avoid consolidated shipments. Nevertheless, if the exhibitor chooses such shipment, our company will not be responsible for any delay deriving from consolidation procedures.

### **Packing List**

Packing list must show every single item included in the invoice, with information as follows:

- ☐ Number of Crate/Case (i.e.: 1/5)
- ☐ Gross Weight – Net Weight, in kilos
- ☐ Dimension in centimeters
- ☐ Contents of the Crate/Case

**Please note:** Under no circumstances should the packing list be attached to cargo.

### **Insurance Certificate**

The cargo destined to the show must be insured on a “Door to Door” basis. A copy of the insurance policy should be attached to the shipping documents. Should the exhibitor request it, ASAP may hire the required insurance.

### **Merchandise information**

Along with the shipping documents, shipper must send brochures, catalogues, pictures, etc. in order to proceed with the proper classification of goods. In most cases, such information must be sent in advance to ASAP by fax or e-mail.

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### **Documentation Arrival**

- For seafreight shipments, original documents must be in Buenos Aires at least 5 working days prior to cargo arrival.
- For air shipments, original documents must be attached to the AWB.
- For land shipments, original documents must be sent together with the cargo.
- In all the cases, copies of the documents must be sent to ASAP by fax or e-mail within the time limit of 24hs. after the shipment.

### **Temporary Import Guarantee**

It is a customs requirement to present a guarantee covering all the import duties and taxes applicable to permanent imports. ASAP will provide such guarantee with charges on the exhibitor.

### **Empty Package Storage**

Our firm can take care of empty crates or cases during the show. The service involves pick up, inland freight from the show floor to the warehouse and from the warehouse to the show floor, storage and loading / unloading. At exhibitor's request, ASAP will include this service in the main quotation.

### **General Information**

- Printed matter, giveaways, gifts, and any other promotional material, are subject to import duties. Please be aware of the high cost this kind of imports involves in Argentina.
- All items included in the shipment must be declared on the shipping documents. Should you omit this information, extremely high extra charges may have to be paid, although there may not be a logical relation between the amount to be paid and the cost of the goods.
- Temporary imports for this show will be allowed to stay in Argentina for the time limit stipulated by customs. Upon expiration of this term, goods must be reshipped or nationalized (conversion of temporary import to permanent.) Otherwise, if there are no written instructions on the part of the concerned party, the cargo will be sent to a Free Zone, with charges on the exhibitor.

## **Payment Instructions**

The whole amount of our quotation must be credited to ASAP's account before cargo's arrival. Payment should be wire transferred to the account to be informed by ASAP.

No checks of any kind will be accepted.

## **Re Exportation**

Usually, re-exportation of the goods takes no less than 3 weeks. Should the cargo need to leave Buenos Aires sooner than that, please let us know in advance.

On the other hand, exhibitors should provide ASAP with precise instructions about the returning transport of the goods. If the carrier is hired by the customer, all the information about the carrier's representative in Buenos Aires (company name, address, phone & fax numbers, e-mail, and contact) should be provided to ASAP.

## **Security Guard**

Depending on the value and type of merchandise, Security Guard will be hired in order to escort the goods from the port terminal or airport to its final destination. In the case of temporary imports, both security service and inland transport insurance is compulsory.

## **Goods Handling**

ASAP has been appointed official logistic operator for all merchandise handling within the show floor. Our services in this area include:

- ❖ Cranes and forklifts supply.
- ❖ Packing and unpacking staff.
- ❖ Assembling and dismantling staff.

Should you need this service, all requests must be received by ASAP 24 hours in advance of date request.

Rocha 935 – C1166AFA – Buenos Aires - Argentina – Ph.: (54-11) 4301-5990 – Fax: (54-11) 4301-5933  
E-mail : [cristian@asapce.com.ar](mailto:cristian@asapce.com.ar) – [www.asapce.com.ar](http://www.asapce.com.ar)


## Important


Once the goods are delivered at the exhibitor's booth, ASAP is no longer responsible for the cargo, until show's closure when the exhibits are removed from the booth. Exhibitors are advised to have a firm's representative at the show floor in order to receive the goods before the show's opening, and to remain with the goods until they are removed by ASAP.


## Communications

Communication is the key to success. Therefore, we strongly recommend that you contact us anytime. We will be pleased to answer all your questions.

ASAP Comercio Exterior S.A.

 Offices and Warehouse: Rocha 935 – C1166AFA – Buenos Aires – Argentina


 Ph.: (+54-11) 4301-5990

 Fax: (+54-11) 4301-5933

 Shows Division Manager: Cristian Galarza

 Mobile phone from abroad: (+54-9-11) 5308-6681

 Mobile phone in Buenos Aires: (15) 5308-6681

 E-mail: [cristian@asapce.com.ar](mailto:cristian@asapce.com.ar)

**Have a successful show!!!**