



## I. Introduction

It gives us tremendous pleasure to welcome you to **PAACE automechanika Mexico 2007**. As the leading Fairs & Exhibitions Forwarder in the industry, we have designed our shipping instructions and guidelines in such a way so as to relieve you of as much of the organizational burden as possible with regard to freight related matters, leaving you to concentrate on other priorities. Our service is a dependable, secure and guaranteed one. Follow our guidelines, meet our deadlines and you will have peace of mind knowing that your materials will be delivered to your booth in accordance with either your delivery instruction and/or your designated move in schedule as directed by the organizer.

## II. OFFICIAL US Freight Forwarder



We are pleased to inform you W.T. Glasgow, Inc and Messe Frankfurt, Inc have appointed Rock-It Cargo as an **OFFICIAL FORWARDER & ON-SITE LIFTING CONTRACTOR** for this event. In conjunction with our partner **Multitransportes Internacionales** office, we will be providing complete door to booth service for exhibitors attending the show.

We are proud to service you in this capacity and look forward to providing you with high levels of service and attention.

## III. ROCK-IT FAIRS – Management Team

Our dedicated team takes great pride in providing you with dependable logistics services that are second to none in the industry. Our staff has contributed significantly to the fairs & exhibitions industry in terms of project management, customer interface and service, follow up and follow through, as well as on-site attendance and attention.

**ROCK-IT FAIRS and Exhibitions Division** boasts over 80 years of dedicated Trade Show experience between our offices in Atlanta and Los Angeles. Your logistics move will be coordinated and arranged by Clint Ard and Bill Langworthy of our Atlanta office. Both Bill and Clint have worked together on PAACE for more than 8 CONSECUTIVE shows and are extremely familiar with the physical handling of freight both in and out of the fairsite. We will be on-site prior to, during and after the show to assist you with any questions or concerns that might arise. Please feel free to contact either one of them for specific questions or concerns you might have with regard to the physical movement of equipment in, on or out of the fairsite.

### ATLANTA

5101 Buffington Road, Ste 3446  
College Park, GA 30349  
Tel# (404) 669-0727  
Fax# (404) 669-0643

Clint Ard  
Bill Langworthy

[clintA@rockitcargo.com](mailto:clintA@rockitcargo.com)  
[billL@rockitcargo.com](mailto:billL@rockitcargo.com)

### LOS ANGELES

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[Bayani@rockitcargo.com](mailto:Bayani@rockitcargo.com)  
[mauricep@rockitcargo.com](mailto:mauricep@rockitcargo.com)



## Shipments arriving direct At Mexico City Airport or Port Veracruz / Manzanillo



Mexico City International Airport* <b>Deadline: June 30</b>  Maximum 3 exhibitors Per Master AWB	Name of Exhibitor / PAACE automechanika Mexico 2006 c/o Multitransportes Internacionales, S.A. de C.V Negra Modelo No. 106, Col. Modelo C.P. 53370 Tel: 52 55 5360 1009    Attn: Victor Amaya Serrano
Port Veracruz or Manzanillo** <b>Deadline: June 20</b>  Maximum 3 exhibitors per Container	Name of Exhibitor / PAACE automechanika Mexico 2006 c/o Multitransportes Internacionales, S.A. de C.V Negra Modelo No. 106, Col. Modelo C.P. 53370 Tel: 52 55 5360 1009    Attn: Victor Amaya Serrano

\*For airfreight shipments, original documents must accompany the airwaybill. \*\*For ocean freight shipments, original ocean bills of lading and proforma invoices must be received at the address listed above seven days prior to the freight arriving at the port of Veracruz or Manzanillo.

**Deadline for Documentation via Fax**

Ocean: 14 days before arrival port Veracruz or Manzanillo  
 Airfreight: 2 days before arrival airport Mexico City

Pre-advises should be faxed to **Rock-It Cargo USA** at (404) 669-0643.

### Deadline Dates – U.S. Consolidation Shipments

Mode of Transport	Pick Up Date
Inland Freight	June 19
Airfreight	June 26

Deadline for arrival Laredo Consolidation warehouse to: Rock-It Cargo c/o Quality International Services, Inc 1641 World Trade Center Millennium Industrial Park Laredo, TX 78045	June 26
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**V. Transportation and Handling Fees**

We would be pleased to provide you with the costs associated with the transportation, handling and clearance of your exhibit materials to **PAACE automechanika Mexico 2007**. In order to do so, we ask you to take a moment and complete our Quotation Request Form that is contained herein. Please fax the completed form to our office. A quotation specifically tailored to your transportation needs and on-site handling requirements will then be prepared and faxed to you as soon as possible for your review.

## VI. Packing and Marking on Crates / Cartons



All equipment must be securely packed and addressed as follows:



"Your Company Name"  
**PAACE automechanika Mexico 2007**  
C/o **ROCK-IT Cargo**

Hall# \_\_\_\_\_ Stand# \_\_\_\_\_

Hipodromo De Las Americas

No.1 (and up) of \_\_\_\_\_/Gross Weight of Piece: \_\_\_\_\_

Giveaways, printed matter, and / or goods to remain permanently in Mexico should be packed separately from goods being entered on a temporary basis.

**The new requirements specify that wood packaging material be either heat treated or fumigated with methyl bromide and marked with an approved international logo, certifying that the wood packaging material has been appropriately treated. Wood packaging material imported without the international logo will be subject to re-exportation**

## VII. Documents Required for Clearance in Mexico

In order to arrange Mexican Customs clearance, we must have a completed Proforma Invoice and Packing List for your shipment. **All items, regardless of value or quantity, must have accurate piece counts listed on the Proforma Invoice and Packing List.** All goods will be inventoried by Rock-It Cargo personnel, either at the consolidation facility in Laredo, Texas, prior to crossing the border into Nuevo Laredo, or at the airport in Mexico City, or the port of arrival. This standard procedure is mandatory to ensure all goods that are packed in the crates are represented accurately on the Proforma Invoice and Packing List. If there is a discrepancy, an amended Proforma Invoice and Packing List will be generated, so that we may properly and lawfully generate the documentation for Mexican Customs clearance.

In addition to a Proforma Invoice and Packing List, a Certificate of Origin is required for all inbound shipments to Mexico. For U.S. and Canadian exhibitors, it is suggested that you utilize a NAFTA Certificate of Origin, if applicable to your goods.

Consumable items remaining in Mexico will be cleared on a permanent basis with the duties and/or taxes becoming the responsibility of the Exhibitor. Items intended for temporary use at the show can be cleared utilizing a temporary import entry that requires the shipment exit Mexico under customs supervision at the conclusion of the show.

**We recommend items intended for Temporary Import be documented and packed separately from items intended for Permanent Import to facilitate the two different types of clearance required.**

**Failure to submit documents per our deadlines or provision of incomplete information such as DETAILED DESCRIPTIONS, piece counts, and values, can result in delays to your cargo's arrival at the PAACE exhibition. Rock-It Cargo will not be responsible for delays associated with the Mexican Customs Clearance process as a result of improper documentation submitted by exhibitors. All documents must be submitted for initial review PRIOR to freight's departure from Origin.**



## **IX. Handling of Your Exhibit Material On-Site in Mexico City**

In conjunction with our agent **Multi-Transportes Internacionales** in Mexico City, we will clear all exhibition material through Mexican Customs and deliver to the fairgrounds. Upon arrival, we will inventory and store the equipment until you would like for us to arrange delivery to your booth. We will do so coordinating all labor and equipment necessary, and provide you with labor and or equipment for unpacking, assembling and positioning, if necessary. Once your empty crates/cartons are ready to be removed from your booth, we will arrange to have them picked up and taken to the empty storage facility on-site. At the close of the show, we will arrange for the re-delivery of your empties, re-packing if necessary, arrange for the re-export of your exhibition material to any destination and prepare and complete all necessary export documentation, including cancellation of temporary import bonds. Our on site staff will be with you every step of the way, prior to, during and after the show.

## **X. Transportation and On-Site Insurance Coverage**

While **ROCK-IT Cargo** always maintains the utmost care in handling your cargo, there are inherent risks involved in transportation that may cause losses beyond our control. As you may know, all companies in the logistics industry incorporate in their documents clauses limiting their liability in the event of loss or damage to cargo or consequential loss resulting from negligence, delay, etc. These limitations of liability are standard throughout the industry and are based on various treaties and approved by national transport associations

To effect cargo insurance on all of your future shipments handled by **ROCK-IT Cargo** simply complete our Cargo Insurance Request Form and return it to our office. We encourage you to take advantage of our cargo insurance program to ensure your goods are properly protected against the many perils of international transit. Even if you have your own cargo insurance policy, we may be able to provide you with broader coverage and more competitive rates.

## **XI. ROCK-IT Cargo Terms and Conditions**

**ROCK-IT Cargo** will coordinate the entire shipping transaction. The exhibitor will receive one invoice covering all charges to delivered stand and one for the return, should the latter apply. Our invoices are payable upon presentation, but not later than the commencement of the show for the outbound cargo and prior to return of the cargo to the customer for return charges. In accordance with this shipping instruction, **ROCK-IT Cargo** arranges for shipping of exhibits from the designated locations to the booths at the exhibition site. However, the liability for loss or damage of material shipped under **ROCK-IT Cargo** direction, on behalf of its client is limited to the liability of the carriers and/or service contractors employed on the client's behalf, as stated in their tariff of conditions of operation.



## Worldwide Rock-It Cargo Offices & Agents

### Argentina

Waiver  
Matias Albornoz  
Tel: 54 (11) 4343 9112  
Fax: 54 (11) 4342 7294  
matias.albornoz@waiver.com.ar

### Australia

CTL Fairs & Exhibitions  
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### France

SDV Expo  
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L.canot@sdv.com

### Brazil

Waiver  
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### Thailand

Agility Fairs & Events  
Piyanuch Bangsaruntip  
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### China

Agility Fairs & Events  
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### Germany

PANEXPO GMBH  
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### India

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### Italy

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### Japan

Agility Fairs & Events  
Joanna Chang  
Tel: 81 3 5821 4617  
Fax: 81 3 5821 4610  
joanna@agilitylogistics.com

### Korea

Premier Expo Logistics  
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Tel: 82 2 567 0210  
Fax: 82 2 567 1139  
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### Singapore

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Danny Khor  
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DKhor@agilitylogistics.com

### Spain

ABX Logistics  
Carlos Molina  
Tel: 34 93 298 27 18  
Fax: 34 93 298 27 12  
cmolina@abxlogistics.ed

### Venezuela

Excellent  
Alberto Reyes  
Tel: 58 212 261 1870  
Fax: 58 212 261 1870  
areyes@excellent-e.com

### Taiwan

Trans-Link  
Robert Kuo  
Tel: 886 2 2581 1133  
Fax: 886 2 2523 9449  
tlestwn@ms4.hinet.net

### Turkey

Solmaz Transport  
Serkan Caliskan  
Tel: 90 212 292 1324 /453  
Fax: 90 212 249 6818  
serkanca@solmaztransport.com

### United Kingdom

Agility Fairs & Events  
Garcia Newell  
Tel: 44 208 461 8756  
Fax: 44 208 461 8866  
GNewell@agilitylogistics.com

We have offices and agents throughout the world to assist our international exhibitors. If there is no mention of an office or agent in your country, please contact **Rock-It Cargo** for assistance.

# QUOTE REQUEST FORM



Show Name:			
Hall and Stand Number:			
Company / Exhibitor Name:			
Address (pick up / load address):			
	City:	State:	Zip:
Primary Contact:			
Telephone Number:			
Telefax Number:			
E-Mail Address:			

Please complete the following information by either checking the appropriate box or by filing in the blank. Please be as thorough as possible as this will enable us to provide you with the most accurate quotation possible.

Type of Customs Entry	<input type="checkbox"/> Temporary (to return) <input type="checkbox"/> Permanent (sold / giveaways) <input type="checkbox"/> Both
Mode of Transport	<input type="checkbox"/> Ocean FCL <input type="checkbox"/> Ocean LCL <input type="checkbox"/> Airfreight <input type="checkbox"/> Truck (Europe)
Type of Equipment for FCL	<input type="checkbox"/> 40' <input type="checkbox"/> 20' <input type="checkbox"/> Other _____
Total Value of Shipment	\$ _____ USD
Commodity:	

Piece(s)	Length in Inches	Width in Inches	Height in Inches	Gross Weight in LBS

Special Requirements:



Fax Completed Form to  
 Clint Ard at 404-669-0643  
 or email at [ClintA@rockitcargo.com](mailto:ClintA@rockitcargo.com)

