



SAGSE Gaming Panama 2010
ATLAPA Convention Center – Panamá
May 19 & 20, 2010

Instruction Letter

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

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 (in case it applies)
- 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 Panama prior to the following dates:

⌚ Sea freight, full container:	May 4 th , 2010
⌚ Seafreight, consolidated shipments:	April 19 th , 2010
⌚ Airfreight:	May 10 th , 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 to avoid 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. In case of lack of them, the goods could suffer severe damages due to be physically forced by the customs authorities.
- Provide special inscriptions on the crates (e.g.: arrows, fragile, do not pile, etc.) when necessary.

- Wooden crates and wooden mounting items must be fumigated, accordingly to international regulations, and fumigation stamps must be visibly located on the wooden items. Otherwise, the wooden packaging will be fumigated in Panama and the charges will be billed to the exhibitor.
- These items should be clearly stated in the transport document (B/L or AWB) in order to avoid any kind of delays by the 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 Panamá, S.A.
Centro de Convenciones ATLAPA
SAGSE Gaming Panama 2010
Panama City
Phone: +507-226-2233
Fax: +507-226-7614
Exhibitor's name:
Booth Number:

Invoices must contain the following information:

GOODS TO BE EXHIBITED AT "SAGSE GAMING PANAMA 2010" AT "ATLAPA CONVENTION CENTER", MAY 19 & 20, 2010

Transportation Documents

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

- Shipper: Exhibitor or its freight forwarder / Address
- Consignee: ASAP Panamá, S.A.
Centro de Convenciones ATLAPA
SAGSE Gaming Panama 2010
Panama City
Phone: +507-226-2233
Fax: +507-226-7614

- Notify: ASAP Panama, S.A. / Attn.: Miguel Angel Cuadra C.
Tel.: +507-391-4535/36 – Cell.: +507-6675-3545

Note: **GOODS TO BE EXHIBITED AT “SAGSE GAMING PANAMA 2010” AT “ATLAPA CONVENTION CENTER”, MAY 19 & 20, 2010**

- All cargoes must be shipped to Panama port or airport, depending on the mean of transport.
- 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 invoices, even when they are shipped under just one transport document. 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.

Documentation Arrival

- For seafreight shipments, original documents must be in Panama 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

In case it is necessary, ASAP will provide the required guarantees 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 shigh cost this kind of imports involves in Panama.
- 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 be not be a logical relation between the amount to be paid and the cost of the goods.

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

- After the end of the show, all cargoes will be sent to a bond warehouse. There, the cargo will be able to stay for undetermined time (charges on the exhibitor).

Payment Instructions

The whole amount of our quotation must be credited to the account to be informed in the corresponding quote, before cargo's arrival.

Re Exportation

Usually, re-exportation of the goods takes no less than 3 weeks. Should the cargo need to leave Panama 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 Panama (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.

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.

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.

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☎ Fax: (+54-11) 4301-5933

👤 Shows Division Manager: Cristian Galarza

☎ Mobile: (+54-9-11) 5308-6681

✉ E-mail: cristian@asapce.com.ar

Relax, your shipment is in our hands!!!