



## SHIPPING INSTRUCTIONS



LABEL SUMMIT  
LATIN AMERICA 2024

**LABEL SUMMIT LATIN AMERICA 2024**  
**12<sup>th</sup> to 13<sup>th</sup> March 2024**

**Agora Convention Center - Bogota, Colombia**

[www.labelsummit.com](http://www.labelsummit.com)

As an experienced Logistics Operator specialized on Event Logistics, Rock-it Global affords premium solutions for moving freights destined to Fairs & Exhibitions. A dedicated team committed to deliver it on-time.

**Import & Export • Customs Clearance • Transportation • On-Site Handling**  
**Labor Crew • Forklifts & Resources • On-Site Supervision • Unpacking**  
**Storage of Full & Empties • Container Stuffing • International Freight**

***From collection in your premises up to your stand at the show, we are your sole contact!***

Sincerely,

Rock-It Global COL

E-Mail: [col-ops@rockit.global](mailto:col-ops@rockit.global)

Tel.: +57 322 275-2275 / +57 310 852-6259



## INTRODUCTION

This manual contains instructions for safe Air shipments destined to this exhibition. The first step for a safe shipment is to hire a Freight Forwarder specialized on exhibition logistics. Rock-It Global can recommend you a Freight Forwarder located in your country offering integrated solutions from your door up to your stand.

Rock-It Global is a member of IELA – International Exhibition Logistics Association which is the global industry network that provides top quality performance and expertise for your exhibition logistics needs. IELA members enable your operational excellence, serving well beyond expected industry standards in the care and safety of your exhibits and the success of your exhibitions.

Please contact our team to receive our recommendation for a Freight Forwarder in your country.

## DOCUMENTATION

<b>Airway Bill (AWB)</b> .AWB instructions to be informed ahead.	<b>Commercial Invoice &amp; Packing List (CIPL)</b> Shipper details, description of items, origin, HTS Codes, model, brand, serial numbers, quantity, unit price, Incoterms, dimensions and gross weight.
<b>Foreign Power of Attorney (POA)</b> Authorization for Rockit Global to perform clearance on behalf of exhibitor (please consult for a model).	<b>Hold Harmless Letter</b> Acknowledgement of Shipping Instructions understanding and responsibilities (please consult for a model).
<b>Other Documents at Origin Side</b> Other documents may be required according to each country regulation. Please consult your local Freight Forwarding for more details.	

### IMPORTANT NOTES!

- Preliminary documentation must be sent scanned in advance.
- Proforma Invoice is preferable in Excel format in English or Spanish.
- AIR Shipments: original documents must follow with cargo.
- Additional Documentation may be required (if necessary).



## EVENT SCHEDULE

Event Schedule published by organizer as below:

Schedule	Starting	Finishing
BUILD-UP	TBC	TBC
EVENT	March 12 <sup>th</sup> , 2024	March 13 <sup>th</sup> , 2024
BREAKDOWN	TBC	TBC

Please make sure Delivery & Collection dates and times are in accordance to the above schedule. If exhibitor requires an extraordinary date or time for delivery/collection please inform, enabling our team to get organizer’s permit in advance.

## ARRIVAL DEADLINE

AIR Shipments	
Airport of Arrival:	<b>BOG - Bogotá</b>
Deadline:	<b>February 28<sup>th</sup>, 2024</b>

**If DEADLINE is not reachable, please advise our team in advance. Late arrival under “Urgent Handling”.**

Corferias FTZ Warehouse can start receiving shipments from February 12<sup>th</sup> on. If earlier it’s subject to Storage Charges.

### IMPORTANT!

- All Documentation must be sent within 5 working days before shipment departure.

**\*\*\* PLEASE DO NOT SHIP ANY GOODS WITHOUT OUR PREVIOUS AUTHORIZATION. \*\*\***  
**All shipping pre alerts must be sent to ROCK-IT GLOBAL at least 48h before the freight departure.**  
**Pre alert to be sent by email to: [col-ops@rockit.global](mailto:col-ops@rockit.global)**



## CONSUMABLE & ADVERTISING MATERIALS

According to current legislation, Colombian Customs' Authorities (DIAN) authorizes Consumables and Advertising Materials to be imported as "Tax-Free" into Trade Free-Zone since are in accordance with established Quotas:

Days of Trade-Fair	Quota
1 to 3 days	USD 1.000,00
4 to 5 days	USD 2.000,00
Over 6 days	USD 3.000,00

Label Summit allows to import Consumables, Promotional and Advertising Materials up to FOB USD 1.000,00.

If your material overcome above Quotas, those must be submitted to nationalization process, paying duties/taxes. Subject to health records, approvals for consumption, permits, etc. (if applied).

## AWB INSTRUCTIONS

### Consignee CORFERIAS

Usuario Operador de Zona Franca Cod. 942  
Label Summit Latin America 2024  
(Name of Exhibitor)  
Pavilion XXX / Stand XXX  
Bogota – Colombia

### Notify Party

Rockit Global Colombia SAS  
Attn: Operations Rockit Global  
E-Mail: col-ops@rockit.global  
Tel.: +57 310-852 6259

### Description of Goods TEMPORARY

Exhibition Goods  
Materiales, equipos y sus accesorios para exposición en la feria Label Summit Latin America 2024. Material de exhibición. Mercancía en importación temporal para reexportación en el mismo estado.

### Description of Goods PERMANENT

Advertising/Promotional Material  
Samples/Muestras  
Material destinado a la feria Label Summit Latin America 2024. Mercancía promocional para consumo y distribución gratuita durante el evento.

**Incoterms**  
FCA / CPT / CIP

**Freight Terms**  
Prepaid



**COURIER INSTRUCTIONS**

**Consignee**

Corferias - Corporacion de Ferias y  
Exposiciones S.A.  
Usuario Operador de Zona Franca - Cod. 942  
Cra. 37 No. 24-67 - Porteria Comercio  
Exterior- ZP 111321  
NIT: 860.002.464-3  
Attn: Diego Ramirez (o Hernando Gomez)  
Tel.: +57 310 852-5259  
Pavilion **XXX** / Stand **XXX**  
Bogota – Colombia

**Notify Party**

Rockit Global Colombia SAS  
Attn: Operations Rockit Global  
E-Mail: col-ops@rockit.global  
Tel.: +57 310-852 6259

**Description of Goods  
TEMPORARY**

Exhibition Goods  
Materiales, equipos y sus accesorios para  
exposición en la feria Label Summit Latin  
America 2024. Material de exhibición.  
Mercancía en importación temporal para  
reexportación en el mismo estado.

**Description of Goods  
PERMANENT**

Advertising/Promotional Material  
Samples/Muestras  
Material destinado a la feria  
Label Summit Latin America 2024  
. Mercancía promocional para  
consumo y distribución gratuita durante el evento.

**Incoterms**  
FOB / CFR / CIF

**Freight Terms**  
Prepaid



**PACKAGE & LABEL INSTRUCTIONS**

**FOR AWB:**

Please make sure each piece contains a LABEL with the following details:

**SUMMIT LATIN AMERICA 2024**  
**ROCK-IT GLOBAL**  
EXHIBITOR: XXXXXXXXXXXXX  
STAND #: XXXXX  
GROSS WEIGHT: XXXXXX KG  
PIECES #: XX / XX

**FOR COURIER:**

Please make sure each piece contains a LABEL with the following details:

**SUMMIT LATIN AMERICA 2024**  
**ROCK-IT GLOBAL**  
ENTREGAR EN ZONA FRANCA CORFERIAS (BODEGA 80)  
FERIA: LABEL SUMMIT LATIN AMERICA 2024  
EXPOSITOR: XXXXXXXX  
AGORA CORFERIAS





## GENERAL INFORMATION

1. Temporary and Permanent goods must be shipped as different shipments. You can prepare 1 MAWB + 2 HAWB (temporary + permanent).
2. If you prepare a consolidated air shipment, please consign MAWB as below:  
Rockit Global Colombia SAS Y/O Corferias - Usuario Operador de Zona Franca Cod. 942  
NIT 900.353.475-4  
Bogota, Colombia
3. For consolidated air shipments, please make sure you inform on MAWB Description: "Cargo consolidated as per attached manifest". Please also add and send us the Manifest.
4. Please provide 3 original sets of signed invoice and packing list must be submitted together with AWB/BL.
5. It is very important declare realistic value on documentation. Colombian Authorities have the right to question declared value on Invoice and even apply penalties in case of high discrepancies.
6. Please make sure Invoice contains: goods description, HTS, model, brand, origin, serial number (if applied), quantity, unit cost and currency.
7. Shipment is subject to be pre-inspected by Customs prior to clearance, generating some delay. So please make sure your shipments arrive according to deadline mentioned on this Shipping Instructions.
8. Partial air shipments arrivals raise the risk for pre-inspection by Customs generating delays. Example: a shipment containing 5 pieces, if 4 pieces arrive as planned and 1 piece arrives later, shipment will probably be selected for pre-inspection. Also Customs Clearance is submitted per partial.
9. During Clearance, cargo is subject to be inspected by Customs according to details on Invoice. In case of any discrepancies as description, harmonized code, quantity or weight, the complete shipment is potentially subject to delays, fines and/or seizure.
10. For NATIONALIZED freights, as the fair complex is a FTZ we must do an entry application form. The application form must be submitted by exhibitor and have a costs per application. Storage charges applied depending on the CBM reported.
11. In case pieces have lock or padlocks (by key or password), please send us keys and/or advise passwords.
12. Make sure all shipments are weighted and the weight declared on export documents match with actual weight
13. ATA-Carnet is not accepted by Colombian Customs. Temporary shipments are cleared with TIB.
14. During re-export process at airport cargo will be submitted to inspections: security (airline security) and anti-narcotics (Police). Rock-It Global will also count with a representative to supervise such processes. Our team is also committed to perform as best re-pack as possible according to original packing plan.