



INTERNATIONAL SHIPPING INSTRUCTIONS



Politrans Expo welcomes you in advance to Mexico. We are pleased to have been appointed by the American Association for Artificial Intelligence as the official international cargo transport contractor and on-site material handling/drayage contractor for **IJCAI '03**. In this capacity, we look forward to assisting you towards a successful participation for your company at this important event.

Politrans has been providing complete and comprehensive cargo transport services to the Mexican exhibition industry for more than 10 years. In assisting every exhibitor, our job is to streamline the cargo transportation and customs clearance process into and out of Mexico. In doing so, you can remove this concern from your mind, allowing you to concentrate on effectively presenting your products and services to the show's attendees.

Our only request is that you follow our simple instructions and complete the necessary documentation in order to allow us to successfully manage your shipment. In doing so, we are confident that you will find this process quite painless.

Should you require assistance or have questions regarding the services we are eager to provide to you, please contact one of our offices indicated below.

Politrans Expo-New York, Ny
(800) 853-1808 Toll Free
(516) 771 1053 Telephone
(516) 771 1054 Facsimile
PolitransNY@aol.com

Politrans Expo – Laredo, Tx
(956) 726 4703 Telephone
(956) 726 1218 Facsimile
Politrans@border.net

Politrans Expo – Mexico City
(52) 55 5344 2454 Telephone
(52) 55 5344 3581 Facsimile
rogeliog@unete.com

We will be pleased to provide you with a complete and detailed cost estimate covering all of our services. Please contact Politrans New York office for a detailed rate quote.

Politrans can arrange the import of your exhibition shipment into Mexico regardless of the mode of transport you choose. We offer a consolidated truck service from Laredo, Tx, which we find is the most efficient service for American and Canadian exhibitors. We can also handle your air shipment at Mexico City International airport as well as containerized cargo at the sea ports of Veracruz, Tampico or Manzanillo.

As a quick reference, please take note of these **IMPORTANT DEADLINE DATES** for the arrival of your cargo at one of our consolidation terminals/ports of entry into Mexico:

TRUCK SHIPMENTS VIA LAREDO, TX	JULY 15th 2003
AIRFREIGHT FROM USA OR CANADA ORIGIN	JULY 17TH 2003
AIRFREIGHT DIRECT TO MEXICO CITY INTL AIRPORT	JULY 21ST 2003
SEAFREIGHT VIA TAMPICO, VERACRUZ, MANZANILLO	JULY 21ST 2003

CONSIGNMENT INSTRUCTIONS:

CONSOLIDATED TRUCK SERVICE VIA LAREDO, TX:

We recommend that the exhibitor take advantage of any discount you may enjoy with a common carrier that can deliver the cargo on a freight prepaid basis to us at the address below by no later than **JULY 15TH 2003**. The truck bill of lading should be consigned as follows:

Politrans Expo
C/o IJCAI '03
Exhibitor Name and Booth Number
8410-A Gavin Road
El Portal Industrial Park
Laredo, Tx 78045
Tel: 956 726 4703
Cnt: William or Gaby

If necessary, Politrans can arrange the inland freight from the USA or Canadian origin up to arrival at Laredo.

AIRFREIGHT FROM USA OR CANADA ORIGINS:

For USA and Canadian origin airfreight shipments, kindly contact our New York office for details of our cargo terminal nearest to you. Please note that we must receive your cargo at our domestic consolidation point by **JULY 17TH 2003**.

AIR OR SEAFREIGHT SHIPMENTS ORIGINATING *OUTSIDE* THE USA OR CANADA:

Politrans offers air and sea cargo transportation services from most worldwide points of origin. For air or sea shipments originating *outside* of the USA or Canada, kindly contact our Mexico City office for details on our service partner in your area.

For **AIRFREIGHT SHIPMENTS** from origins OUTSIDE the USA and Canada, please consign the Master Air Waybill as follows:

POLITRANS MEXICO
For: IJCAI '03
EXHIBITOR NAME AND BOOTH NUMBER
MEXICO CITY INTERNATIONAL AIRPORT
MEXICO D.F.
TEL: (55) 5344 2455
ATTN: TRADE SHOW DIVISION

The latest arrival deadline of your cargo at Mexico City Airport is **JULY 21st 2003**

For **SEA FREIGHT SHIPMENTS**, please consign the Bill of Lading as follows:

POLITRANS MEXICO
For: IJCAI '03
EXHIBITOR NAME AND BOOTH NUMBER
Av. LOMAS VERDES 791-3 PISO
JARDINES de SATELITE
Edo. de MEXICO 53129
TEL: (55) 5344 2455
ATTN: TRADE SHOW DIVISION

The latest arrival deadline date for your cargo at the Mexican sea port is **JULY 21ST 2003**

DOCUMENTATION REQUIREMENTS:

The required documents for clearing your cargo through Mexican customs are the following:

- Commercial or Pro-Forma Invoice
- Certificate of Origin (NAFTA for goods originating in NAFTA countries)

Copies of these documents are attached for your use and reference. If you require assistance in completing these documents, please contact our New York office.

Please note that it is important that you list EACH AND EVERY ITEM you pack to ship to the exhibition on the commercial invoice. The commercial invoice and certificate of origin forms are official customs documents and therefore **MUST BE TYPED**, and must provide accurate information regarding the quantity, complete description of each item, including any serial numbers for machinery, the size and weight of each carton or crate and a value for customs purposes. Any items intended for permanent importation into Mexico should be packaged and invoiced separately from those items that are intended for temporary import into Mexico.

It is our goal to assist the exhibitor to enjoy a trouble-free shipping experience into Mexico. Therefore, we request that you fax advance copies of your shipment documentation to our New York office at (516) 771 1054 at least **7 days prior to the arrival of your cargo at our terminal**. This will allow us to advise you of any necessary additions or corrections to your documentation as well as to allow us the opportunity to begin to properly classify your shipment for customs clearance purposes.

PERISHABLE or RESTRICTED / QUOTA ITEMS

Certain products (grains, seeds, foodstuff, textiles, leather, medical, personal hygiene products, etc.) require special permits and certificates issued by the appropriate Mexican Government Ministry prior to their arrival into Mexico. Politrans can assist in obtaining any necessary permits. We require an advance completed commercial invoice as well as a product brochure for each item being shipped. We must receive this documentation at least **TWO WEEKS PRIOR TO THE ARRIVAL OF YOUR CARGO** in order to have time to obtain necessary permits and authorization.

CASE MARKING AND PACKAGING

Exhibitors are encouraged to utilize sturdy, reusable containers with BOLT-DOWN LIDS to withstand the rigors of international transport. Cardboard containers are not recommended, especially if the goods are to be returned to origin at the conclusion of the exhibition. Please mark each case or crate shipped as follows:

EXHIBITOR NAME / BOOTH #
C/O IJCAI '03
August 9-15, 2003
Acapulco Convention Center
Acapulco, Mexico
CASE # ____ OF ____

Do not lock your cases or crates. Customs must be able to open and inspect your shipment.

PAYMENT TERMS

All inbound charges are due and payable prior to the opening of the exhibition. Charges for return shipments must be settled prior to the release of your cargo at Mexico City airport or at our Laredo, Tx cargo terminal.

Duty / Tax charges due for any item entered permanently into Mexico must be paid prior to the release of the merchandise to the buyer in Mexico.

Upon receipt of your shipment, you will receive a faxed copy of our invoice of charges, along with our complete banking details. You may mail a check to our Laredo, Tx office or arrange an electric wire transfer to our account. Details regarding payment options will be sent via fax along with the services invoice.

INSURANCE

Exhibitors are encouraged to initiate a rider to any existing cargo transport insurance policy to cover your shipment before, during and after the exhibition.