

General Shipping Instructions

Routes Americas 2026

March 3 to March 5 2026 ExpoRio, Rio de Janeiro - Brazil

DOCUMENTS REQUIRED

- | | |
|------------------------------------|----------------------------------|
| 1 - Shipping documents (AWB – B/L) | 4 - Booth/space contract |
| 2 – Invoice/ Packing list | 5 - Hold Harmless Letter |
| | 6 – Certificates (medical goods) |

INTRODUCTION from the EFI Team:

Please follow these shipping instructions carefully. Shipping to events in Brazil is expensive and requires careful planning. EFI can only help with shipments sent according to these instructions. If you cannot meet the deadlines shown here, contact the EFI Routes Team directly

E-mail: routes@efilogistics.com

Shipping documents (AWB – Ocean B/L/ OBL) DEADLINES

AIRFREIGHT: GENERAL GOODS

- Documents: **26 January 2026**
- Arrival at GIG, GRU, VCP, airport no later than: **20 days prior delivery**
- Air Freight Documents/ Pre-alert:
Required 48 hours prior to shipment departure.

SEA FREIGHT: GENERAL GOODS

- Docs: **BEFORE** Shipment leaves origin
- FCL: Arrival at Santos Port: **25 days prior delivery**
- LCL: Arrival at Santos Port: **30 days prior delivery**
- Ocean Freight documents
- Pre-alert is required 48 hours prior to departure from port of origin and original documents must arrive 7 working days prior to vessel arrival.

PLEASE DO NOT SHIP CARGO WITHOUT GREEN LIGHT FROM EFI

CONSIGNING DETAILS

AWB/BL in case of shipments to GIG airport or Rio de Janeiro port

FULSTANDIG SHOWS E EVENTOS MC LTDA.
Rua Professora Luiza Nogueira Gonçalves, 350 –
Salas 213 a 215 – Recreio dos Bandeirantes
CEP 22790-465, Rio de Janeiro, RJ – Brasil

T: (5521) 3388-0764
CNPJ: 05.231.625/0002-69

AWB and B/L in case of direct shipments to GRU, VCP and Santos Port

FULSTANDIG SHOWS E EVENTOS MC LTDA.
Rua Eli, 164 – Vila Maria, São Paulo – Brasil
CEP 02114-010

T: (5511) 2207-7650
CNPJ: 05.231.625/0001-88

- All freight coming down to Brazil for a trade show must be shipped on PRE-PAID basis and amount of freight clearly shown on the body of AWB/BL.
- Freight “AS AGREED” is not acceptable by Brazilian Customs Authorities.
- Returning freights, in case of temporary admission, must be re-exported on collect basis

IMPORTANT NOTES

- Permanent goods must be imported into Brazil separately from the temporary ones. You must issue separate AWB/BL and invoices, per exhibitor, accordingly.
- Import license might be applicable depending on the nature of goods. Therefore, please make sure to email us copy of invoice ahead of time so that we can advance import license formalities prior to shipment departure from origin.
- **Food/ Beverage/Medical/ Dental goods** – most of them require import license. The process to obtain the license takes around 30 days. And the cargo can only be shipped after authorization.

Depending on the harmonized code of the product certificates can be required.

- In case of Invoice/ Packing List: must be issued whether in English or in Portuguese.
- ATA Carnet it is not accepted in Brazil.
- 2 original sets of invoices must be submitted together with AWB/BL.
- It is very important that realistic values are declared. Brazilian authorities have the right to question the value declared on the invoice.
- Customs authorities inspect every shipment according to each Invoice. In case of any discrepancies, the complete shipment is potentially subjected to delays, fines and/or seizure.
- Please do not ship any cargo without our previous authorization.

DECLARATIONS TO BE MENTIONED IN THE AWB/ OBL

Following declaration must be mentioned on AWB and BL (be sure to mention all harmonized codes on BL body):

For temporary shipments: “DESTINED **ROUTES AMERICAS 2026** FROM **MARCH 2nd** TO **MARCH 5th**, AT **EXPORIO, RIO DE JANEIRO** RETURNING TO ORIGIN AFTER SHOW”

For permanent shipments: “DESTINED **ROUTES AMERICAS 2026** FROM **MARCH 2nd** TO **MARCH 5th**, AT **EXPORIO, RIO DE JANEIRO** TO BE CONSUMED DURING THE SHOW”

- For the BL is mandatory to detail the packaging as following:

- For the BL is mandatory to detail the packaging as following: Pallets: Nr of pallets - description of the goods; weight in kg; the cbm; the harmonized code.
- Plastic drums: Nr of plastic drums - description of the goods; weight in kg; cbm; HS code.
- Wooden crate: Nr of wooden crate - weight in kg; the cbm; the harmonized code; inform if the wood is treated/not treated/ certified/ not certified.
- Cardboard: Nr of cardboard boxes - weight in kg; the cbm; the HS code.

For OBL and AWB is mandatory to inform if the wooden packaging is:

- Wooden Packing: **Processed Wood**;
- Wooden Packing: **Treated and Certified**
- Wooden Packing: **Not Treated and not Certified**
- Wooden Packing: **Not Applicable**

IN ORDER TO AVOID PROBLEMS WITH AGRICULTURE AUTHORITIES WE STRONGLY RECOMMEND USING ONLY TREATED WOODEN AND WHICH SHOWS THE IPPC MARK.

IMPORTANT NOTE: PLEASE MAKE SURE ALL SHIPMENTS (AIR AND OCEAN) ARE WEIGHED AND WEIGHT FIGURES DECLARED ON EXPORT DOCUMENTS MATCH WITH ACTUAL WEIGHT.

Invoice and Packing list

CONSIGNING DETAILS for the 'ship to' address

Shipments to GIG and Rio de Janeiro Port

FULSTANDIG SHOWS E EVENTOS MC LTDA.
Rua Professora Luiza Nogueira Gonçalves, 350 – Salas 213 a 215
Recreio dos Bandeirantes –
CEP 22790-465, Rio de Janeiro, RJ – Brasil
T: (5521) 3388-0764
CNPJ: 05.231.625/0002-69
FOR: ROUTES AMERICAS, RIO DE JANEIRO, BRASIL

Shipments to GRU and Santos Port

FULSTANDIG SHOWS E EVENTOS MC LTDA.
Rua Eli, 164 – Vila Maria, São Paulo – Brasil
CEP 02114-010
T: (5511) 2207-7650
CNPJ: 05.231.625/0001-88
FOR: ROUTES AMERICAS, RIO DE JANEIRO, BRASIL

- **THE FOLLOWING INFORMATION MUST BE INCLUDED ON THE BODY OF INVOICE/PACKING LIST**

-
- Number of packages
- Itemized gross and net weight
- Total gross weight
- Complete description of goods including part and serial numbers.
Brazilian Customs are very strict with serial numbers and models. Please make sure to have serial numbers and models mentioned on the invoice. Heavy penalties can be charged by customs if there's any mistake.
Itemized harmonized codes (HS codes) are needed for
- For products with import license required is also necessary to issue a combined invoice/ to apply the license
- Itemized harmonized codes
- Itemized unit and total prices
- Itemized gross and net weights
- The following declaration be included on the of your invoice:

For temporary shipments: “DESTINED ROUTES AMERICAS 2026 FROM MARCH 2rd TO MARCH 5th, AT EXPO RIO, RIO DE JANEIRO RETURNING TO ORIGIN AFTER SHOW”

For permanent shipments: “DESTINED ROUTES AMERICAS 2026 FROM MARCH 2rd TO MARCH 5th, AT EXPO RIO, RIO DE JANEIRO TO BE CONSUMED DURING THE SHOW”

“NO COMMERCIAL VALUE – SEM COBERTURA CAMBIAL”

Hold Harmless Letter for shipments

For all shipments coming into Brazil, whether under temporary or permanent basis, a Customs Power of Attorney/ Hold Harmless Letter will be required to perform clearance on your behalf. **This document must be issued on exhibitor's company letterhead, signed, and sent out together with shipping documents.**

Hold Harmless Letter: Template for temporary shipments:

Hold Harmless Letter

This letter is to acknowledge our understanding of the shipping instructions issued by FULSTANDIG SHOWS E EVENTOS MC LTDA. _____ PERSON NAME _____, _____ TITLE _____, understand that all freight shipped on behalf of _____ EXHIBITOR NAME _____ ADDRESS _____, will be either returned to the origin or sold to a licensed Brazilian importer. We understand that in either case FULSTANDIG SHOWS E EVENTOS MC LTDA, is the Representative in Brazil to handle all customs matter. We also hereby accept any bonded storage charges that may incur during the process of re export or nationalization.

As specified in the shipping instructions, we accept as our responsibility to make sure that all our equipment for the above-mentioned show will be properly insured against all risks.

We also understand that we will gain custody of our products during move in **ROUTES AMERICAS 2026** show. From the time we receive our goods from FULSTANDIG SHOWS E EVENTOS MC LTDA. we _____ EXHIBITOR _____ will be responsible for the safety and security of our exhibits. We therefore hold harmless FULSTANDIG SHOWS E EVENTOS MC LTDA. from any duties, taxes fines and/or penalties levied by the Brazilian Government as result of discrepancies between the inbound and the return shipment, regardless of the reason for the discrepancies.

We _____ EXHIBITOR _____ hereby confirm that is our understanding that in case goods are lost or stolen, all duties, taxes, fines and/or penalties levied by the Brazilian government will still be applied and will be paid by our company in full at your first request and with no delays.

We shall be liable for the immediate and irrevocable reimbursement of all amounts of duties, taxes, fines and/or penalties imposed by Brazilian customs through FULSTANDIG SHOWS E EVENTOS MC LTDA.

SIGNATURE _____ DATE _____

Hold Harmless Letter

O presente documento é para reconhecer ciência da instrução de embarque emitida pela empresa FULSTANDIG SHOWS E EVENTOS MC LTDA. _____ NOME DA PESSOA _____, _____ CARGO _____, que todas as mercadorias embarcadas em nome de _____ NOME DO EXPOSITOR _____, _____ ENDEREÇO _____, serão devolvidos à origem ou vendido a um importador brasileiro licenciado. Entendemos que em ambos os casos FULSTANDIG SHOWS E EVENTOS MC LTDA, é nosso representante no Brasil para lidar com todas as questões de desembaraço aduaneiro. Afirmamos, também, aceitar quaisquer encargos de armazenamento que podem incorrer durante o processo de reexportação ou nacionalização.

Conforme especificado na instrução de embarque, nós aceitamos como nossa responsabilidade, nos certificarmos de que todos os equipamentos que enviarmos para o show acima mencionado serão devidamente segurados contra todos os riscos.

Entendemos, também, que vamos ganhar a custódia de nossos produtos assim que entregues para a feira **ROUTES AMERICAS 2026**. A partir do momento que recebermos nosso material da FULSTANDIG SHOWS E EVENTOS LTDA MC. Nós, _____ EXPOSITOR _____ seremos responsáveis pela segurança desses bens. Por isso, consideramos FULSTANDIG SHOWS E EVENTOS LTDA MC. Livre de qualquer responsabilidade de pagamento de impostos, taxas multas e / ou penalidades aplicadas pelo governo brasileiro como resultado de discrepâncias entre a entrada e a devolução destes, independentemente do motivo para as discrepâncias.

Nós _____ EXPOSITOR _____ confirmamos que é o nosso entendimento que, no caso de os bens serem perdidos ou roubados, todos os impostos, taxas, multas e / ou penalidades aplicadas pelo governo brasileiro continuará a aplicar e será pago pela nossa empresa na íntegra, no primeiro momento após solicitação e sem atrasos.

Seremos responsáveis pelo reembolso imediato e irrevogável de todas e quaisquer montantes de impostos, taxas, multas e / ou penalidades impostas pela alfândega brasileira através da FULSTANDIG SHOWS E EVENTOS LTDA MC.

ASSINATURA _____ DATA _____



Hold Harmless Letter: Template for FINAL IMPORT shipments:

Hold Harmless Letter

This letter is to acknowledge our understanding of the shipping instructions issued by FULSTANDIG SHOWS E EVENTOS MC LTDA. _____ PERSON NAME _____, _____ TITLE _____, understand that all freight shipped on behalf of _____ EXHIBITOR NAME _____ ADDRESS _____, will be consumed during the show. We understand that in either case FULSTANDIG SHOWS E EVENTOS MC LTDA, is the Representative in Brazil to handle all customs matter.

As specified in the shipping instructions, we accept as our responsibility to make sure that all our exhibits for the above-mentioned show will be properly insured against all risks.

We also understand that we will gain custody of our products during move in **ROUTES AMERICAS 2026** show. From the time we receive our goods from FULSTANDIG SHOWS E EVENTOS MC LTDA. we _____ EXHIBITOR _____ will be responsible for the safety and security of our exhibits.

SIGNATURE _____

DATE _____

Hold Harmless Letter

O presente documento é para reconhecer ciência da instrução de embarque emitida pela empresa FULSTANDIG SHOWS E EVENTOS MC LTDA. _____ NOME DA PESSOA _____, _____ CARGO _____, entende que todas as mercadorias embarcadas em nome de _____ NOME DO EXPOSITOR _____, _____ ENDEREÇO _____, serão consumidos. Entendemos que em ambos os casos FULSTANDIG SHOWS E EVENTOS MC LTDA, é nosso representante no Brasil para lidar com todas as questões de desembaraço aduaneiro para o evento.

Conforme especificado na instrução de embarque, nós aceitamos como nossa responsabilidade, nos certificamos de que todos os materiais que enviarmos para o show acima mencionado serão devidamente segurados contra todos os riscos.

Entendemos, também, que vamos ganhar a custódia de nossos produtos assim que entregues para a feira **ROUTES AMERICAS 2026**. A partir do momento que recebermos nosso material da FULSTANDIG SHOWS E EVENTOS LTDA MC. Nós, _____ EXPOSITOR _____ seremos responsáveis pela segurança desses bens.

ASSINATURA _____

DATA _____

Other Documents We Will Need To Complete Customs Clearance

Copy of Booth/ Space Contract

A Copy of your booth/ space contract is required for customs import formalities purposes.

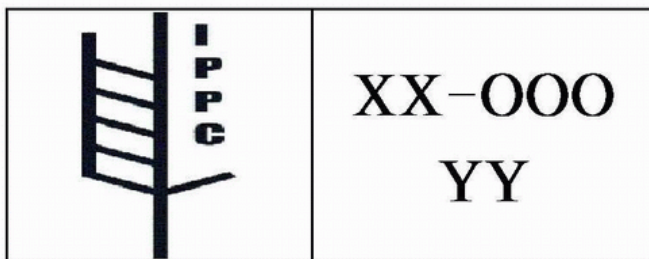
Please make sure contract is signed off by the same company acting on shipping documents as exporter, shipper or exhibitor. In case invoice is issued on freight forwarder's invoice forms please make sure to declare into shipper box freight forwarder details C/O exhibitor details. This way we can prove customs exhibitor who signed space contract will attend the show.

IMPORTANT NOTE

BRAZILIAN AUTHORITIES ARE ENTITLED TO REQUEST ANY OTHER CERTIFICATE THEY MIGHT CONSIDER NECESSARY FOR IMPORT LICENSE PURPOSES.

PLEASE DO NOT SHIP ANY CARGO WITHOUT OUR GREEN LIGHT

- Customs bonds are usually authorized by customs for the event period.
Goods must be re-exported by EFI Logistics after the event in order to close the customs bond.
- Brazilian authorities have issued requirements for imported solid wood packing material (SWPM). All wood packaging must be treated and marked which certifies the approved treatment on two opposite sides of the WPM. The Mark should contain the valid symbol approved by IPPC, country code, unique number of the producer /treatment facility designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB).



This includes crating, pallets, cases, skids & dunnage. Shipments packed in non-treated & marked wood material will not be permitted entry by Brazilian Customs and will be re-exported. WPM without approved mark = Treatment, Disposal or Return to origin country.

Pack all goods securely in reusable boxes or wooden crates that are both durable and waterproof. If goods are packed in cardboard boxes, please be advised that **EFI LOGISTICS/ FULSTANDIG SHOWS E EVENTOS MC LTDA.** cannot be responsible for any damage or losses that might occur to the contents. Besides replacement cartons may be very costly and difficult to find at the end of the event.

SHIPPING BY COURIER

We strongly recommend you DO NOT ship to this event via courier service.

They are not allowed to clear customs in Brazil. Neither EFI Logistics/ Fulstandig nor the show organizer can help if you ship via courier.