

## 1. CUSTOMS REGULATIONS

In the **Customs Regulations** you will find all the information necessary for the entry of goods into the fairgrounds. Please read them carefully and note all directions.

CORFERIAS is a Special Permanent Duty-Free Zone, i.e., foreign goods entering the premises do so under a custom duty suspension system. This benefit applies to the following goods:

- Goods intended for display.
- Free samples products.
- Print ads, brochures and other advertising material.
- Materials for decoration, maintenance and provision of pavilions, food and beverages.

### 1.1 DELIVERY OF MERCHANDISE

#### 1.1.1 Foreign Merchandise

Exhibitors can send goods to the trade fair one (1) month before the Vitrina Turística starts. In these cases, the exhibitor must enter the goods in his transport document that must be filled with the company responsible for the transport of goods and under the following parameters:

#### **CONSIGNEE:**

**CORPORACIÓN DE FERIAS Y EXPOSICIONES S.A. USUARIO OPERADOR DE ZONA FRANCA**

**Code: 942**

**XXXVII VITRINA TURÍSTICA DE ANATO**

**Exhibitor Name**

**Pavilion and Stand Number**

**Bogotá – Colombia**

#### **Support Documents**

Goods shall be dispatched with the following supporting documents:

- Commercial invoice in Spanish, with a detailed description of the goods, to the name of the exhibitor or representative in Colombia, currency and negotiation terms.
- Packing list.
- Transport document: AWB, BL, lengthening of journey, DTA or DTAI, duly consigned to the Special Permanent Duty-Free Zone of Corferias. Tariff item must also be detailed.
- Special documents, if required (such as certificate of origin -date subsequent to invoice issuance, registrations, approvals, permits, regulations and requirements, etc. depending on tariff item).

#### **Packing Identification**

Boxes, crates, etc. must be identified as follows:

**CONSIGNEE:****CORPORACIÓN DE FERIAS Y EXPOSICIONES S.A. USUARIO OPERADOR DE ZONA FRANCA****Code: 942****XXXVII VITRINA TURÍSTICA DE ANATO****Exhibitor Name****Pavilion and Stand Number****Bogotá – Colombia****1.1.2 Domestic and nationalized merchandise**

Exhibitors can send goods to the trade fair in the days allotted to assembling, which are prior to the start of the event. In these cases, goods go directly to the pavilion or exhibitors' warehouse. Once the trade fair is over, goods to be removed must be controlled in accordance with the provisions of the dismantling circular, which is delivered by the Pavilion Supervisor before the trade fair finishes.

**1.2 RECEPTION OF MERCHANDISE TO THE FREE TRADE ZONE****1.2.1 FOREIGN AND NATIONALIZED MERCHANDISE**

Only a customs broker can make the process of transfer and reception of goods. Once goods are transferred to the Free Trade Zone of CORFERIAS, they will remain in the warehouses until the following procedure is performed for their exhibition:

1. Release of transport documents.
2. Pre-inspection of goods.
3. Advance the process of reception through the Movement of Goods in the Foreign Trade Warehouse form. For this procedure, CORFERIAS provides user and password to access the Customs Agency chosen by the exhibitor so that he can sign in the system.
4. Verification of goods by Customs.
5. Delivery of exhibition goods to the exhibitor or his Customs Broker.

**Foreign and Nationalized merchandise**

For reception of goods into the warehouse, the exhibitor must take into account the following considerations:

**GENERAL CONSIDERATIONS**

- a) CORFERIAS only allows the reception of goods that are directly related to the trade fair.
- b) In order to facilitate the participation of exhibitors at the trade fair, it is suggested that the merchandise is displayed in its entirety at CORFERIAS; otherwise, it will remain in the Foreign Trade Warehouse of CORFERIAS, which will charge for its storage.
- c) The exhibitor, his representative or hired Customs Broker are responsible for the legality and good management of merchandise.
- d) Any charges for handling goods within the Special Permanent Duty-Free Zone will be borne by the exhibitor or authorized Customs Broker.
- e) It is important to verify tariff item of goods before shipment in order to determine if they require approvals, certificates of origin, permits, restrictions, etc., which must be filled out.
- f) The reception of merchandise can arrive until the last day of the Vitrina, **February 23rd, 2018**.

- g) The purpose of this is to meet the requirements of the Colombian Customs. Goods from abroad can be received until the last day of the trade fair. Goods from abroad may enter through ports authorized by the DIAN (Barranquilla, Cartagena, Santa Marta and Buenaventura) having as support the DTA (Customs Transit Declaration) or Lengthening of Journey. Moreover, if merchandise enters through the border with Venezuela and/or Ecuador, it should be supported by the DTAC (Inland Customs Transit Declaration). Those goods arriving by air can enter by authorized airports.
- h) Goods can only be nationalized by a natural person or legal entity with identification card or Tax ID of the Republic of Colombia.
- i) Please consider the conditions of transport document endorsement.
- j) According to the current Colombian legislation, the reception of merchandise as accompanied baggage is not considered; therefore, the exhibitor must fill out a regime change form with the DIAN at the airport upon arrival. In view of the above and considering that goods that are not legalized by Customs cannot enter the Special Permanent Duty-Free Zone of Corferias, they can be apprehended by the DIAN. In any case, the exhibitor is responsible towards the DIAN if he chooses to bring his goods this way.

**Goods for retail sale:**

- (a) All goods coming from abroad to be sold at the trade fairs where retail is permitted must be previously nationalized. The Foreign Trade division of CORFERIAS will not deliver foreign goods consigned to the Duty-Free Zone of CORFERIAS if they do not comply with this procedure.
- (b) Exhibitors belonging to the General Tax Regime shall bill for the sale of their goods and collect the respective VAT. The fact of being in the Duty-Free Zone does not free them from this obligation.

### **1.2.2 Time of Permanence in the Free Trade Zone**

Exhibitor's goods may remain in the warehouses of CORFERIAS with no cost up to (6) six calendar days after the trade fair or event. From day seven (7), exhibitors who still have goods within the warehouse of CORFERIAS must pay the rate per day for the relevant year. If the goods are

nationalized and moved away before the event, it will be billed up from the time it was delivered to the Free Trade Zone and the fee agreed for that year will be charged.

### **1.2.3 Forms for Reception of Merchandise**

**\*Note: Forms are free and their completion is mandatory**

#### **FORM 1: Reception of Foreign Goods and/or Goods Transferred from Free Trade Zones**

##### **a. For the reception of foreign goods**

This form can only be completed by the Customs Broker and applies to non-nationalized foreign goods, covering all goods that will be exhibited during the event with the option to nationalize, reissue or transfer them to an industrial user of another free-duty zone once the event is over.

The documents that are required to support this type of goods are: commercial invoice (in Spanish, with a detailed description of the goods) to the name of the exhibitor or his representative in Colombia, packing list and transport document (AWB, BL, lengthening of journey or DTAI, specifying tariff item).

b. **For the transfer of merchandise from one Free Trade Zone to another**

This form can only be completed by the Customs Broker and covers the goods transferred from one free trade zone to another, either industrial of goods and services or temporary. The following supporting documents should be attached: commercial invoice (in Spanish) to the name of the exhibitor or his representative in Colombia, packing list and transport document (AWB, BL, lengthening of journey or DTAI) and transfer authorization issued by the DIAN if the same jurisdiction, or DTA if other jurisdiction.

**FORM 2: Reception of Nationalized Goods**

This form can be completed by the exhibitor himself and is used for reception of nationalized goods, i.e., merchandise that is readily available on the national customs territory. It is essential to attach a photocopy of the final customs declaration if an importer, or commercial invoice if a distributor. These supporting documents must be submitted at the foreign trade office in the PLUS before the start of the trade fair.

Nationalized merchandise will go directly to the stand for exhibition on the days set for assembling.

The information provided by the exhibitor must be clear and fully supported by import **declarations or invoices submitted**. The exhibitor is responsible for the information contained in them and will take responsibility for errors in the processing and completion of forms before the DIAN.

**FORM 3: Reception of Domestic Goods**

This form can be completed by the exhibitor himself and applies to the reception of domestic goods, those manufactured, produced or made in Colombia. It does not require attachments. All goods entering for exhibition and items used for installing the stand must be clearly and fully listed in the form. Domestic merchandise will go directly to the stand for exhibition on the days set for assembling. The exhibitor is responsible towards DIAN of all information provided.

\*\*For further information, check the instructive of Domestic and Nationalized merchandise in the website \*\*

**FORM 4: Reception of Free Sample Products**

This form can only be completed by the Customs Broker and applied to free sample products coming from abroad and consigned to the trade fair. It covers material to be distributed, consumed or tasted during the exhibition days.

For foreign items to be consumed, distributed, used and which are considered free sample products, the text of the bill is required to describe that they actually are samples of no commercial value, that their distribution or use is free, that for customs purposes it shall not exceed the amount authorized by the DIAN, and that there will be no transfer of foreign currency to the country of origin for that amount.

This form must be supported by the following documents: commercial invoice (in Spanish, with a detailed description of the goods and a note for free sample products) to the name of the exhibitor or his representative in Colombia, packing list and transport document (AWB, BL, lengthening of journey or DTAI, specifying tariff item).

To be able to authorize the reception of food and spirits as sample of no commercial value to the Free trade zone, the legal supporting documents of the country of origin shall be submitted (health records, approvals for consumption, permits, etc.)

Similarly, it is important for the exhibitor to consider that these items should be labeled as FREE SAMPLE and consumed in its entirety within the Free trade zone.

**Quotas authorized by the DIAN for free sample products:**

<b>Days of trade fair</b>	<b>Quota</b>
Trade fairs of 1 to 3 days	US\$1000
Trade fairs pf 1 to 5 days	US\$2000
Trade fairs of 6 days or more	US\$3000

### 1.3 RELEASE OF GOODS

For the release of merchandise from the Foreign Trade Warehouse of CORFERIAS, exhibitors should take into account the following considerations:

- a) The merchandise may remain on the premises of the zone until two (2) months after the end of her show or event.
- b) Once the event is over, the goods that have not been nationalized should return to the warehouses of the Free Trade Zone of CORFERIAS for its processing, it means, nationalization, transfer or reissue. They will not be received if they are not properly packaged, in guacales or plastified.
- c) When goods are removed after six (6) days of event completion, the exhibitor must pay the value corresponding to their storage, which will be calculated until the day they are taken away. Similarly, the exhibitor shall process the forms required for the release of goods depending on the type of operation to be performed, which can be consulted on the website of the respective trade fair.
- d) CORFERIAS will not deliver foreign goods that have not been previously released by document (i.e., nationalized, authorized for reissue or authorized for transfer to an industrial user of another free trade zone) of the Foreign Trade division and the DIAN at CORFERIAS.
- e) If the exhibitor intends to reissue or transfer merchandise from one free trade zone to another, he must hire a transport service that allows to seal merchandise with security seals (trucks) so that Customs in CORFERIAS authorizes the execution of this operation.
- f) The process for the release of foreign goods can only be conducted by a Customs Broker.

### 1.3.1 Equivalence of forms for the release of non-nationalized goods

If exhibitors want to remove their merchandise from the warehouse of CORFERIAS, they must use the following forms:

#### **FORM 5: Transfer of goods from an industrial user to another free trade zone**

This form covers the goods removed from CORFERIAS to be transferred to an industrial user of a free trade zone, either industrial of goods and services or temporary. Exhibitors must complete this process with the Foreign Trade office of CORFERIAS and the DIAN through a Customs Broker (remember to submit a copy of the agreement with the user of the free trade zone receiving your merchandise).

#### **FORM 7: Reissue of goods from CORFERIAS to the country of origin or some other country**

Exhibitors must complete this process with the Foreign Trade office of CORFERIAS and the DIAN through a Customs Broker.

Pre-cut bill (air transport) supplied by the airline transporting the goods must be attached. If by DTA (maritime transport) or DTAC (land transport), a document duly completed by the freight forwarder and authorized by the DIAN (supplied by the carrier through which it is delivered) should be attached.

#### **FORM 8: For the release of nationalized goods within the free trade zone**

This form covers goods that were nationalized within the Special Permanent Duty-Free Zone. The processing of this form must be performed by a natural person or legal entity with Colombian identification card or Tax ID. The exhibitor must conduct this process with the DIAN, while documentary and physical removal of the goods must be made with the Foreign Trade office of CORFERIAS through a Customs Agent.

This form has an annex called **STATEMENT OF KNOWING THE PERSON NATIONALIZING THE GOODS**, which should be fully completed and supported by a photocopy of Certificate of Chamber of Commerce and Identification Card of Legal Representative.

### 1.3.2 Release of domestic and nationalized goods

Goods entered with form No. 2 "Reception of nationalized goods" and form No. 3 "Reception of domestic goods" **do not need to fill out the release form.**

These goods are removed from the fairground after the event is over, with copies of Clearance Statement or Authorizations for Provisional Release of Goods signed and stamped by the Foreign Trade office of CORFERIAS and each Operational Supervisor.

## 1.4 WHERE CAN YOU FIND THE FORMS

The exhibitor must go to the website [www.corferias.com](http://www.corferias.com). Click on the bottom "Fairs and Event Schedule". Under the description of the event you find a link: [Customers Service](#). In other window, the exhibitor must enter the Username and the password.

For more information, the ANATO Events Coordination will provide you with an e-mail, the instructions for filling out the national and nationalized merchandise forms.

Foreign goods have a different procedure, which must be done through a Customs Broker in coordination with the Foreign Trade Department of CORFERIAS (Foreign Trade Department of CORFERIAS will be providing usernames and passwords for this procedure).

#### 1.4.1 Steps to fill out the forms

There are 3 important steps:

##### **STEP 1: Fill out the forms of “REGISTRATION AND CUSTOMER SERVICES”**

- The exhibitor must go to the website [www.corferias.com](http://www.corferias.com). Click on the bottom “Fairs and Event Schedule”. Under the description of the event, you find a link: [Customers Service](#).
- Once you enter all the information (personal or from the company) the username is going to be the e-mail registered and the password will be de NIT, CIF or NIF.
- When you enter, you will find the information you need as exhibitor.
- For incoming and outgoing merchandise, click on CAPTURE FORMS.

##### **STEP 2: Once you enter to Capture forms it is important:**

- Specify the kind of operation (ENTRY or DEPARTURE)
- It is important to complete in full the form
- You must add all the merchandise you will enter to the Venue. (For instance 300 chairs, 5 printers, 500 brochures).
- Each exhibitor must create their own form

**STEP 3: Print the form and show it in the gates of the Venue when need to enter or deliver merchandise.** We recommend to print more than one copy Every time enter merchandise to Corferias, and thus avoid setbacks. Whenever I enter merchandise to Corferias, and thus avoid setbacks.

**\*Note: the register information on the forms is under oath, so it must be true and correct.**