

## GENERAL INSTRUCTION

### GENERAL INFORMATION FOR ENTRY OF GOODS

#### INTO THE PLAZA MAYOR MEDELLIN TRANSIENT DUTY FREE ZONE

The following procedure explains National Customs and Revenue Service Bureau (DIAN) Goods Entry requirements for Medellin Plaza Mayor Transient Duty Free Zone in order to facilitate permanence of goods during the fair, congress, assembly, and the like. The duty free zone shall valid for a certain period of time **pursuant to National Customs and Revenue Services Bureau Foreign Trade Under Director Resolution**

#### AIRWAY BILL CONSIGNEE

All goods on their way to the event in Plaza Mayor must indicate clearly on all support documents as well as on their wrappings or outside identification, the following:

PLAZA MAYOR MEDELLÍN  
ZONA FRANCA TRANSITORIA  
STREET 41 N. 55-80 (Convention) and / or STREET 41 N. 55-35 (EXHIBITIONS)  
PHONE (574) - 2 61 72 07  
**NAME OF TRADE FAIR: REFRIAMERICAS 2012**  
**EXHIBITOR COMPANY NAME IN THE EVENT:**  
PAVILION:            STAND No:  
**COMPTRROLLER PLAZA MAYOR TRANSIENT DUTY FREE ZONE: JOSE LUIS CORTISSOZ M.**  
**GOOGS IN O.T.M.**  
**NOTIFY: Name of company representative in Colombia or Customs Broker**  
**TELEPHONE:            NIT. No:**  
**MEDELLÍN - COLOMBIA**

#### ENTRY TO PLAZA MAYOR MEDELLIN

Once your goods are in Plaza Mayor Medellin, you and/or your Customs broker must appear to Duty Free Zone delegate and delivered him the corresponding documents, depending on the way your goods entered the country, in addition the form that the event organizers tell you, according to the class of goods that you will bring into the fair venue, it`s correctly filled out and signed by the person accountable to the DIAN for the information included in such document.

Goods coming to Plaza Mayor from abroad or from other city will enter the Duty Free Zone warehouse and the exhibitor and/or delegate will be allowed to withdraw them only against delivery of the transient Duty Free Zone entry of Goods forms, duly processed and along with the documents required. Plaza Mayor shall charge storage emolument for the goods for each day, until the event is over and the goods withdrawn.

For all pertinent purposes, the forms to be expedited for the entry of goods are described below.

**PLAZA MAYOR MEDELLÍN SHALL NOT BE LIABLE FOR INTERNATIONAL FREIGHT CHARGES, CABOTAGE, INTERNAL TRANSPORTATION OR NATIONALIZATION EXPENSES. EXHIBITORS SHALL NEGOTIATE WITH THEIR RESPECTIVE FREIGHT FORWARDER AND CUSTOMS AGENT. PLAZA MAYOR MAY PROVIDE CONSULTING SERVICES ABOUT IMPORTING AND TRANSIT IN OUR DUTY FREE ZONE AND PROPOSE THE TYPE OF ICOTERMS.**

PROCESSING THESE FORMS IS MANDATORY AND WILL BE DEMANDED BY CUSTOMS AND BY DUTY FREE ZONE OFFICIALS IN PLAZA MAYOR, AT THE ENTRY OF THE GOODS AND DURING THE EVENT. **NOT UPON LEAVING.**

**FORM No 1: Entry of non-nationalized Goods coming from Abroad.**

This form must come along with the forwarding document supporting the goods, the commercial invoice, the packing list, freight list, airway bill, BL or DTA

**MEANS OF ENTRY INTO THE COUNTRY**

**A. By Land**

To be done in country of origin:

- International transit declaration
- International bill of freight
- When you arrive in the country Declaration of International freight with local Customs.

**B. By Sea**

When your goods arrive to Port, you, your shipper or your customs broker, shall submit the DTA- Customs Transit Declaration / OTM, along with the bill of lading, to be authorized to bring your goods to Medellin.

**C. By Air**

When your goods arrive at some Colombian airport, and to be able to withdraw them, submit before DIAN-National Customs and Revenue Service at the airport the freight document or the airway bill. The exhibitor must pay the bill for the transportation and unloading of the goods (at Plaza Mayor Medellin).

**Rules of Travel:**

If you bring your goods as luggage, remember that they cannot be worth more than four thousand dollars. If the value is higher than four thousand dollars you must use one of the above means to ship it. When you get to the airport must go to the offices of DIAN so that the customs coordinator declares the goods and fill out the temporary importation form, which verify that the goods are meant to be exhibited at the fair. Copy of this document must be attached to the form of entry in Plaza Mayor, Medellin.

The Customs Transit Declaration DTA / OTM is a form you need to fill out WHENEVER you are going to ship, within the country, goods which are not yet nationalized, no matter what means of entry was used.

**FORM No. 2: Entry of Nationalized Goods.**

Import Declaration must be attached to certify such condition.

**FORM No. 3: Entry of Domestic Goods.**

Requires a list of such goods in the same form. With no attachments.

**REMARKS:**

- All values of goods are to be provided when so required. In case of commercial samples an estimate value must be entered.
- DIAN, during the days of the event, may monitor the goods you listed, as well as the documents submitted.

**FORM No. 4: ENTRY OF ADVERTISING MATERIAL, POP AND/OR NON-NATIONALIZED GOODS TO GIVE OUT DURING THE EVENT.**

Besides the goods with destination to the exhibit during the event, exhibitors may bring into the Transient Duty Free Zone the following goods of foreign origin to be used, consumed or for free distribution during the days of the event.

1. Samples with no commercial value
2. Printings, Catalogs, and other advertising materials
3. Materials for decoration, maintenance and set up of the stand, pavilion, or site

4. Items exclusively for experimental purposes or for demonstration within the venue of the duty free zone, which will be destroyed or consumed during such demonstrations.
5. Foods and Beverages (endorsed by the Plaza Mayor venue).

These goods shall be consumed, distributed or used for the purposes of the event within the trade fair venue. Otherwise they shall be shipped to foreign markets, transferred to an industrial duty free zone or to a transient commercial and services type duty free zone or imported to the rest of the National territory, pursuant to the provisions of Article 5<sup>th</sup>, clause 3d of Law 1177 of 1996.

All products entering the venue must be related in the commercial invoice. Goods labeled as samples with no commercial value shall not be accepted. For further information about entering advertising material, contact the DIAN Foreign Trade service in Medellin phone (574) – 381 05 24 or 261 09 17, fax: 381 51 09, or the person in charge of the account at the Plaza Mayor Medellin Transient Duty Free Zone. Phone (574) – 261 72 07 – 2 61 73 39, Fax. 232 03 30.

E-mail: [jose.cortissoz@plazamayor.com.co](mailto:jose.cortissoz@plazamayor.com.co).

[Katherine.velez@plazamayor.com.co](mailto:Katherine.velez@plazamayor.com.co)

**FORM No. 5: ENTRY OF GOODS COMING FROM DUTY FREE ZONE INTO THE PLAZA MAYOR, MEDELLIN TRANSIENT DUTY FREE ZONE.** Exit from the Original Duty Free Zone must be documented and the commercial invoice.

#### **TO LEAVE PLAZA MAYOR MEDELLÍN TRANSIENT DUTY FREE ZONE**

At the end of the event the Duty Free venue, will deliver signed exit documents signed for you to withdraw your goods, to comply with the demands from DIAN. If you brought the goods in by Rules of Travel, the day you are returning to your country, bring the temporary importation form (issued to you by customs when you entered), to finalize the commitment with DIAN at the airport.

If your goods entered the country with no nationalization you may, during the dates set for resolution of the Transient Duty Free Zone, nationalize the goods and leave them at free disposal, nationalize them temporarily or reship them abroad, otherwise, if the goods go un-legalized beyond the dates set for the Transient Free Trade Zone (ZFT), they shall be declared under legal abandonment in favor of the nation.

#### **STORAGE**

Plaza Mayor Medellin, will charge for the storage of goods after the event. Storage service after the event is only for the goods of international exhibitors. Currently there is a joint commitment with Aduana Universal Logistic Ltd., customs broker Mr. Carlos Arboleda Díaz, to help you with this issue of events free trade zone. You may also hire any company specialized in the field in matters of International Trade. Below we are providing you information on Customs brokers and freight companies.

## **NAME**

## **Phone. Prefixes (574)**

### **Customs Brokers**

- Universal Logistic Ltda.  
Carlos Arboleda Díaz  
Phone: + (57) (4) 4 44 44 70 ext. 103  
Cell phone: (+57) 315 469 11 11
- Mariano Roldan S.A  
Harold Correa  
Phone: + (57) (4) 3 81 67 00

### **Freight Agents**

- Coltrans S.A.S.  
Lina Marcela Buitrago  
E-Mail: [lbuitrago@coltrans.com.co](mailto:lbuitrago@coltrans.com.co)  
Phone: + (57) (4) 321 99 11 EXT. 137  
Cell phone: (+57) 320 - 8659537
- Júpiter Global de Colombia  
Elena Jimenez Betancur  
Direccion/Adress: Calle 7 Sur # 42-70 Of. 1405  
E-Mail: [direccionoperaciones@jupiter.com.co](mailto:direccionoperaciones@jupiter.com.co) ó [jupiterglobal@jupiter.com.co](mailto:jupiterglobal@jupiter.com.co)  
Phone: + (57) (4) 325 97 20 ext. 111  
Cell phone: (+57) 301 650 13 93

### **Freight Companies**

- UPS(cubrimiento internacional)  
Phone: + (57) (4) 2 65 65 72
- T.C.C. LTDA (terrestre)  
Phone: + (57) (4) 4 44 48 88  
2 65 50 93
- Coordinadora Mercantil (terrestre)  
Phone: + (57) (4) 2 65 68 88