

Sole official international forwarder  
and on-site service provider



# SBC SUMMIT RIO 2026

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March 3<sup>rd</sup> to 6<sup>th</sup> 2026

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RioCentro - Rio de Janeiro, RJ, Brazil

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Dear **Exhibitor, Stand Builder** and **Partner**,

**Fulstandig** and **Merkur** are pleased to act together as the **sole official international forwarder and on-site service provider** for **SBC Rio 2026**.

It is our goal to simplify the partners experience at **SBC Rio** by providing seamless international transport and on-site handling services for SBC Rio.

Our services include advanced cargo receiving, customs clearance facilities, international transportation, empty case storage and on-site handling assistance.

Please note that you may use any transport company up to the venue door.

However, no other company is permitted to deliver, operate, and handle goods inside the venue.

Deadline	Date
Deadline for partner shipments to be confirmed	January 05 <sup>th</sup>
Deadline for last sea freight LCL shipments - docs	January 10 <sup>th</sup>
Deadline for last sea freight LCL shipments - arrival at Rio de Janeiro Port	January 25 <sup>th</sup>
Deadline for last sea freight FCL shipments - docs	January 10 <sup>th</sup> .
Deadline for last sea freight FCL shipments - arrival at Rio de Janeiro Port	February 05 <sup>th</sup>
Deadline for last air freight shipments - docs	February 12 <sup>th</sup>
Deadline for last air freight shipments – arrival at GIG (Rio de Janeiro)	February 18 <sup>th</sup>
Deadline for onsite storage orders	February 20 <sup>th</sup>
Advanced receiving date (warehouse opens)	February 01 <sup>st</sup> -15 <sup>th</sup> February 19 <sup>th</sup> – 25 <sup>th</sup>
<b>WAREHOUSE CLOSED DURING CARNIVAL</b>	<b>February 16<sup>th</sup>-18<sup>th</sup></b>
Advanced warehouse open for receiving (with surcharge)	February 19 <sup>th</sup>

For cargo arriving after February 19<sup>th</sup>, an additional 25% handling surcharge will be added.

FULSTANDING & MERKUR will make all reasonable efforts to ensure delivery before the show opens, however, no guarantees can be given.

For any question do not hesitate to contact [sbcario26@merkur.pt](mailto:sbcario26@merkur.pt)



## DOCUMENTS REQUIRED

- ① Shipping documents (AWB – B/L)
- ② Combined Invoice / Packing list (template attached)
- ③ Sponsorship/ Booth space contract
- ④ Hold Harmless Letter (template attached)

### ① Shipping documents (AWB – B/L)

#### a) DEADLINES

**Air Freight shipments (Direct): Arrival at GIG and GRU airport no later than:**

#### **GIG arrivals**

Final Documents: 8 days prior delivery

Cargo Arrival: 5 working days prior delivery

#### **GRU arrivals**

Final Documents: 18 days prior delivery

Cargo Arrival: 15 working days prior delivery

**FCL Ocean Freight shipments: Arrival at Port of Rio de Janeiro no later than:**

Final Documents: 10 days prior vessel arrival

Cargo Arrival: 15 days prior delivery

**LCL Ocean Freight shipments: Arrival at Port of Rio de Janeiro no later than:**

Final Documents: 10 days prior vessel arrival

Cargo Arrival: 20 days prior delivery

#### **Ocean Freight documents / Pre-alert:**

Pre-alert is required 48 hours prior to shipment departure from port of origin and original documents must arrive 7 working days prior to vessel arrival.

PLEASE DO NOT SHIP ANY CARGO WITHOUT OUR PREVIOUS AUTHORIZATION!!!



## b) 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

Rio de Janeiro – RJ - Brazil - 22790-465

T: (5521) 3388-0764

CNPJ: 05.231.625/0002-69

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### **AWB in case of direct shipments to GRU**

FULSTANDIG SHOWS E EVENTOS MC LTDA.

Rua Eli, 164 – Vila Maria, São Paulo – Brazil

CEP 02114-010

T: (5511) 2207-7650

CNPJ: 05.231.625/0001-88

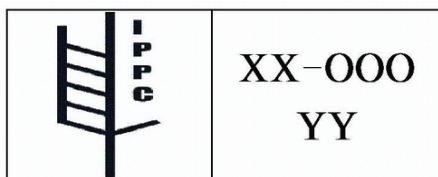
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## c) IMPORTANT NOTES

- Permanent goods must be imported into Brazil separately from the temporary ones. Therefore, please make sure to issue separate AWB/BL and invoices, per exhibitor, accordingly.
- Invoice and packing list must be issued in English or Portuguese.
- ATA Carnet is not accepted in Brazil.
- 1 original set 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.
- Make sure to show accurate weight of the cargo on Invoice and AWB/BL.

PLEASE DO NOT SHIP ANY CARGO WITHOUT OUR PREVIOUS AUTHORIZATION!!!

- 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.
- We strongly recommend to not shipping anything by courier services once they are not allowed to clear customs in Brazil. Neither Fulstandig, MERKUR, nor the show organizer is responsible for possible problems if you use courier services.

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#### d) FREIGHT CONDITIONS

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.



## ② Invoice and Packing list

### a) CONSIGNING DETAILS

#### Shipments to GIG airport and Rio de Janeiro Port:

FULSTANDIG SHOWS E EVENTOS MC LTDA.

Rua Professora Luiza Nogueira Gonçalves, 350 – salas 213 a 215 – Recreio dos Bandeirantes

Rio de Janeiro – RJ - Brazil - 22790-465

T: (5521) 3388-0764

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**NAME OF THE EVENT – VENUE – CITY - BRAZIL**

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#### Shipments to GRU airport:

FULSTANDIG SHOWS E EVENTOS MC LTDA.

Rua Eli, 164 – Vila Maria, São Paulo – Brazil

CEP 02114-010

T: (5511) 2207-7650

CNPJ: 05.231.625/0001-88

**NAME OF THE EVENT – VENUE – CITY - BRAZIL**

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### b) 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 is mistake. Itemized harmonized codes.
- For products with import license will be required specific documentation to be informed based on hts code and descripton.
- On the invoice it is mandatory to inform “no commercial value” once the prodcuts are not for sale.
- Itemized gross and net weight.

## DECLARATIONS TO BE MENTIONED INVOICE /AWB/BL

### For permanent shipments:

“CARGO TO BE CONSUMED DURING SBC RIO 2026 FROM MARCH 3<sup>rd</sup> to 6<sup>th</sup>, AT RIOCENTRO, RIO DE JANEIRO – NO COMMERCIAL VALUE – SEM VALOR COMERCIAL”.

### For temporary shipments:

“CARGO DESTINED TO SBC RIO 2026 FROM MARCH 3<sup>rd</sup> to 6<sup>th</sup>, AT RIOCENTRO, RIO DE JANEIRO – RETURNING TO ORIGIN AFTER FAIR – NO COMMERCIAL VALUE – SEM VALOR COMERCIAL”.

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

**In case it is pallets:** Nr of pallets description of the goods; weight in kg; the cbm; the harmonized code.

**In case it is plastic drums:** Nr of plastic drums, description of the goods; weight in kg; the cbm; the harmonized code.

**In case it is 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.

**In case it is cardbox:** Nr of cardbox boxes, weight in kg; the cbm; the harmonized code.

### For BL 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 TO USE ONLY TREATED WOODEN AND WHICH SHOWS THE IPCC MARK, OR PLASTIC PALLETS

## ③ Booth/ Space Contract

Copy of 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.

## ④ 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.