



**GUIDELINES #1**  
**SPONSOR BROCHURE & GIVEAWAY**  
As of 10/18/2016

Sponsors granted the benefit of inclusion of brochure and/or giveaway in Delegate bags will need to follow the guidelines detailed on this document.

**APPROVAL**

The Host Committee must previously approve brochures or giveaways Sponsors wish to include in Delegate bags at the CEO Summit.

**DEADLINE**

The deadline for receiving products in COMEXPERU is October 31, 2016.

Inclusion in bags cannot be guaranteed if products are received after the deadline indicated above.

**SPECIFICATIONS**

General:

- Quantity: 1200 maximum
- Brochures and giveaways are on Sponsor's own expense

Brochure/leaflet:

- One brochure per Sponsor
- No larger than A4, with a maximum of 8-10 pages (reasonably light/thin)

Giveaways:

- One giveaway per Sponsor
- Easy to carry, light, non-fragile, no sharp edges, with no fluids, gas, or flammable material
- No heavier than 200 grams

Brochures and giveaways will be included in Delegates bags given out at the CEO Summit Registration desk.

**SHIPPING**

Items must be shipped directly to the offices of the Host Committee, COMEXPERU, where packages will be stored until taken to the Registration desk, where Delegate bags will be handed out.

COMEXPERU will only receive shipment; tax, duties and other related shipping charges must be paid in advance. The Host Committee will not accept merchandise should those charges not be paid.

Please check with your local forwarder or courier agent regarding customs clearance procedures in Peru, as COMEXPERU will only be able to receive packages in the address provided below and store packages but not process any customs clearance or pickups.



Shipping address: COMEXPERU  
Calle Bartolomé Herrera 254, Lima 18  
Lima, Perú  
Phone: 511-625-7700 ext. 252  
Att: Luciano Paredes

Please liaise with appointed forwarder or courier services for correct mailing address.

Packages:

- Each box/package must be duly labeled on the outside "Distribution Material" and include a detailed packing list inside each box.

The Host Committee recommends the use of DHL services for shipping.

### **SHIPPING WITH DHL**

Please consider the important information below, provided by DHL:

- Hotels do not accept shipments in their name and will not do a clearance process. Do not use their names in commercial invoices or airway bills.
- Incoterms (International Commercial Terms): DDP (Delivered duty paid) recommended when shipping. Peru has not granted the benefit of tax release for imported goods, so DDP shipping is recommended in order to avoid any inconvenience to customers.
- The most common restricted goods: printed materials containing a silhouette map of Peru and communications equipment.
- Please consider the time it takes ministries to issue permits, these procedures cannot be performed by DHL.
- Individual/Natural persons may not receive shipments with FOB value greater than US \$ 2000, they require a formal procedure with customs.

### **ANNEX**

- Shipping Forms/Labels (Distribution Material)