

**2017  
Market Partner Conference:  
Broker/Shipping Package**

## Key Dates/Deadlines

- ▶ Conference Registration: October 6
  - Be sure that you have registered all attendees (including spouses/guests) so they receive a badge on-site. If you did not register everyone when signing up for sponsorship, send guest names to [Terri.Blain@GoPAI.com](mailto:Terri.Blain@GoPAI.com)
- ▶ Signed Terms & Conditions to Tresor Convention Logistics: October 10
- ▶ Completed Commercial Invoice / Packing List: October 15
- ▶ Payment due to Tresor Convention Logistics: Due Upon Receipt of Quote
- ▶ Shipments to Broker: October 23
  - All boxes being shipped to Los Cabos must arrive at Tresor Convention Logistics by October 23.
  - If you need more time, they will accept shipments until October 30; however, a \$700 fee will be charged.
- ▶ Golf Scramble: October 23
  - If you are interested in joining PAI employees and our Market Partners on Thursday, November 9 for a golf scramble, please sign up at: [http://www.paimarketpartners.com/golf\\_registration.php](http://www.paimarketpartners.com/golf_registration.php)
- ▶ Exhibit Hall Setup: November 8 and 9
  - Wednesday from 3 – 5 PM
  - Thursday from 1 – 6 PM

**PLEASE CONTINUE READING FOR SPONSOR INFORMATION/DEADLINES**



# 2017 Market Partner Conference Sponsor Information

November 9-12, 2017 / [www.PAIMarketPartners.com](http://www.PAIMarketPartners.com)  
Paradisus Los Cabos Resort  
San José Del Cabos, Mexico



All of us at Payment Alliance International would like to thank you for being a sponsor of the 2017 Market Partner Conference. Your sponsorship allows our conference to continue to be a success year after year. Please take a moment to read through the below information as it contains important details and deadlines. Thanks and see you in Los Cabos!

## Conference Checklist

To make your conference experience the best it can be, we have created a conference checklist. Please review the checklist ASAP to ensure you're ready to travel come November!

## Shipping Deadline

Your tabletop booth, signage, giveaways, marketing materials, and/or equipment must arrive at **Tresor Convention Logistics in San Diego, CA**  
**NO LATER THAN OCTOBER 23, 2017**

## Shipping to/From Conference

Mexico requires packages to go through Customs before they will be delivered to Paradisus Los Cabos. The broker we recommend you use is: **Tresor Convention Logistics**

**PLEASE REVIEW EACH OF THE  
BELOW DOCUMENTS IN ORDER TO  
PROPERLY PREPARE YOUR PACKAGES:**

1. Shipping Instructions
2. Brokerage Services Terms & Conditions
3. Commercial Invoice / Packing List (Excel file)
4. Shipping Label for All Packages (Excel file)
5. PAI Shipment Inventory Form

The above documents can be downloaded from the PAI Market Partner Conference website at:  
<http://www.paimarketpartners.com/sponsors.php>

## Shipment Inventory Form

Complete the Shipment Inventory form with details of each box you are shipping and email to:  
[Terri.Blain@GoPAI.com](mailto:Terri.Blain@GoPAI.com)

Please also print the completed form and bring to the conference with you as a reference of your materials.

## Exhibit Setup

**Wednesday 11/8/17 from 3 – 5 PM  
and Thursday 11/9/17 from 1– 6 PM  
in the Grand Baja Ballroom**

### Important items about your booth:

- Your boxes will be delivered to the ballroom
  - Skirted 8' Table and 2 Chairs
- Electricity will be available that uses U.S. outlets
  - Bring your own power strips
- Wi-Fi access available throughout exhibit hall

## Passports, Mobile Devices, Resort

If you don't already have a passport, you better get one fast as **PASSPORTS ARE REQUIRED!**

Wi-Fi is available throughout the resort (no password required); however, if you plan to use a mobile device while in Mexico, please call your carrier to setup international calling and/or data plans. Additional rates may apply for data transfer services, so check before flying to Mexico.

If you have not registered for the conference as a sponsor or made your hotel/ground transportation reservations, **please register by October 6** by accessing:  
[www.PAIMarketPartners.com](http://www.PAIMarketPartners.com)

Please include information on all attendees when registering for the conference, including spouses/additional attendees/guests.

## Networking Opportunities

If you are interested in joining PAI employees and our Market Partners on Thursday, November 9 for a golf scramble, please sign up ASAP:  
[http://www.paimarketpartners.com/golf\\_registration.php](http://www.paimarketpartners.com/golf_registration.php)

## For More Information:

Contact Terri Blain at 502.671.4088 or send an email to [Terri.Blain@GoPAI.com](mailto:Terri.Blain@GoPAI.com).

**2017 PAI Market Partner Conference  
November 9-12, 2017**

**Instructions for Shipping to San Jose Del Cabo, Mexico  
(via Tresor Convention Logistics)**

*Tresor Convention Logistics (TCL)* has been selected as the shipping broker that will handle every step of the logistics process of your shipment until it has been delivered to the Paradisus Los Cabos Resort in San Jose Del Cabo, Mexico. Please read the below information in its entirety and follow the instructions as indicated. Failure to follow each step may result in issues at Customs in Mexico, which could result in your packages not arriving.

**FORMS TO COMPLETE AND DUE DATES:**

- 1) **Terms & Conditions (DUE OCTOBER 10)** – Sign/submit Terms & Conditions to ensure you are enrolled on the shipping list to Paradisus. Email to: [m.soto@conventionlogistic.com](mailto:m.soto@conventionlogistic.com)
- 2) **Complete Commercial Invoice / Packing List (DUE OCTOBER 15)** – Submit via email to: [m.soto@conventionlogistic.com](mailto:m.soto@conventionlogistic.com)
- 3) **Payment Due for Quote from TCL via Wire Transfer (DUE UPON RECEIPT OF QUOTE)** – Tresor Convention Logistics will accept one full payment via wire transfer to their accounts in USA or Mexico, or via credit card using PayPal to: [info@conventionlogistic.com](mailto:info@conventionlogistic.com). Payments should be submitted immediately upon receiving quote and before importation (to occur October 31).

<b>CREDIT CARD PAYMENTS ACCEPTED VIA PAYPAL ONLY TO</b>		
<a href="mailto:info@conventionlogistic.com">info@conventionlogistic.com</a>		<b>MXN</b>
<b>WIRE TRANSFER: Please send wire transfer to the following account (You may choose either the CA account or Mexican account below)</b>		<b>USD</b>
<b>Beneficiary:</b>	Margarita Soto Rodriguez	
<b>Address:</b>	9865 Marconi Dr., Ste C, San Diego, CA 92154. Tel (619) 564 40 21	
<b>Acct number</b>	6739201118	
<b>ABA</b>	62001186	
<b>Routing number</b>	321170538	
<b>Swift</b>	CPASUS44	
<b>Bank</b>	BBVA Compass	<b>Branch Number</b> B 370 - San Ysidro CA Bnkg CTR
<b>Address:</b>	4558 Camino de la Plaza, San Ysidro, CA 92173. Tel: (619) 428 4283	
<b>Beneficiary:</b>	Margarita Soto Rodriguez	
<b>Bank</b>	BBVA Bancomer	
<b>Acct number</b>	0 187697759	<b>Branch Number:</b> 4649
<b>ABA</b>	0 21000021	<b>Phone:</b> (661) 612 3257
<b>Clabe</b>	0 12028001876977598	
<b>Swift / Routing Number</b>	BCMRMXMMPYM	
<b>Bldv. Benito Juarez 22700</b>		
<b>Fraccionamiento Villamar CP 22710, Rosarito, Baja California Mexico</b>		

## **SHIPMENT TYPES (TO MEXICO):**

In Mexico, there are 2 different kinds of import materials:

- 1) **Temporary Importation** – This means that you will be exempted of paying VAT (Value Added Tax 16%) and GIT (General Importation Tax that goes from 5 to 35%). Amongst items considered under this classification are:
  - a. Giveaways with a permanent event logo and unit price under \$50.00 USD
  - b. OR Company logoed item priced under \$20.00 USD
  - c. OR items that will be returned in the same condition in one single shipment that must be handled by the TCL staff after the event ends such as A/V equipment, displays, etc. by paying only the export broker fees. There are exceptions such as items made of textile and footwear that must be imported as Permanent.
- 2) **Definitive Importation** – This is for giveaways with NO LOGO OR PRICED HIGHER than specified as Temporary Importation above, despite that they will be taken back by participants. Items will be imported paying all taxes and duties that corresponds according to their tariff/classification.

**Items registered as Trademark in Mexico, must comply with a Distribution letter from the manufacturer even if Temporary or Definitive Importation.**

## **RETURN SHIPMENTS:**

Make sure all materials that will be returned to your company after the event, like computers, printers, demos, booths, displays, etc. are properly marked on the invoice to avoid extra charges and issues with both Mexican and American Customs Bureaus (place an X under Column B under Remarks on Invoice). These items will need an exportation process, paying first importation taxes, if necessary, as well as Export broker fees. Purchases made in Mexico will need fiscal invoices issued by vendors in order to be exported (no tickets or purchase orders). The import process is very smooth and quick, but for the return you must be aware that the customs authorization can take between 3 to 6 weeks. PLEASE BE PATIENT.

## **INSTRUCTIONS FOR PREPARING YOUR SHIPMENT(S) – PRE-CONFERENCE:**

**Download all forms at: <http://www.paimarketpartners.com/sponsors.php>**

For your shipment to be transported properly to Mexico, you MUST follow the below instructions:

- A. **Address for Shipping** – You will need to ship your boxes to the attention of **RAUL TREJO / TRESOR CONVENTION LOGISTICS** at their **San Diego** warehouse – **SHIPMENTS MUST ARRIVE NO LATER THAN OCTOBER 23, 2017 (ANY ITEMS RECEIVED FROM OCTOBER 24-30 WILL BE A RUSH AND CHARGED AN ADDITIONAL \$700)! NO STORAGE FEES WILL BE CHARGED, SO YOU CAN SHIP ANYTIME TO:**

**TRESOR CONVENTION LOGISTICS**  
**ATTN: Raul Trejo**  
**9865 Marconi Drive, Suite C**  
**San Diego, CA 92154**  
**Phone: 619.564.4021**  
**[r.trejo@conventionlogistic.com](mailto:r.trejo@conventionlogistic.com)**

**B. Brokerage Services Terms and Conditions / Commercial Invoice/Packing List:**

Please download the **Commercial Invoice/Packing List** and **Brokerage Services Terms and Conditions** documents from the link specified on previous page. You must submit the following items in order for Tresor Convention Logistics to perform broker services on your behalf:

1. Complete and sign the Brokerage Services Terms and Conditions agreement and email to Maggie Soto de Trejo as indicated on the agreement at: [m.soto@conventionlogistic.com](mailto:m.soto@conventionlogistic.com)
2. Complete the applicable Commercial Invoice/Package List for your packages and submit to Maggie Soto de Trejo as indicated.
  - a. For RETURN (TEMPORARY) SHIPMENTS ONLY (items that you want returned to you):
    - i. Separate return items from giveaways and ship in their own box.
    - ii. Make sure your invoice is clearly marked for these items with an X on column B (under REMARKS). This will ensure your temporary items are approved through Customs with the understanding they will be returned. **ANY ITEM MARKED TO BE RETURNED MUST RETURN, otherwise a new Customs declaration must be completed for taxes not paid on your expense.**

**C. Preparing your Shipments:**

Please prepare your boxes for shipping via the courier of your choice, keeping in mind the transit times for sending materials to Tresor Convention Logistics in San Diego, CA and send an email to Maggie Soto de Trejo with the following information ([m.soto@conventionlogistic.com](mailto:m.soto@conventionlogistic.com)):

1. Total number of boxes
2. Courier
3. Tracking numbers
4. Completed Commercial Invoice/Packing List(s)

**D. Broker Labels to Affix to Packages:**

Once you have prepared your boxes in Step C above, you also need to affix one of the Tresor Convention Logistics / Shipping Labels to each of your packages, as follows:

1. **Exhibit Hall Label:** Affix one of these labels if your boxes will only be used in the Exhibit Hall.
2. **PAI Office:** If you are sending materials that need to be included in the conference attendee bags, please use the PAI Office label and affix it to the outside of the box.

**E. Submit PAI Shipment Inventory Form to PAI with your Shipping Details:**

Once you have prepared all of your boxes as detailed above, please complete the PAI Shipment Inventory form and submit to Terri Blain at [terri.blain@gopai.com](mailto:terri.blain@gopai.com). We will use this information to confirm your packages have arrived at the resort (most likely, prior to your arrival).

**INSTRUCTIONS FOR PREPARING YOUR SHIPMENT(S) – POST-CONFERENCE:**

Before the conference, you will have completed/submitted a Commercial Invoice / Packing Slip (for import purposes) for the materials you want returned to your company after the event (e.g., computers, printers, demos, booths, displays, etc.). Tresor Convention Logistics will provide one invoice per vendor to Terri Blain showing only the items that should return (based on the invoice submitted pre-show indicating what items would return). Terri will provide on-site. All boxes will be picked up from Paradisus by Tresor Convention Logistics on Monday, November 13<sup>th</sup>. **Please ensure the broker labels that were affixed to your boxes pre-conference remain so each owner/box can be clearly identified (TAPE HEAVILY). DO NOT ATTACH INVOICES, BROKERAGE TERMS & CONDITIONS, MARK BOXES AS TEMPORARY, ETC. JUST HAVING THE SHIPPING LABELS WILL BE ENOUGH AND ALL INFORMATION WILL BE HANDLED AS CONFIDENTIAL VIA EMAIL.**

Since these items were transported into Mexico under the TEMPORARY MATERIALS category, they must also be returned as cargo by Tresor Convention Logistics (they will present all the products at customs before they are shipped back out of the country). As a reminder, the return customs authorization process can take between 3 to 6 weeks...PLEASE BE PATIENT.

**QUESTIONS ON YOUR SHIPMENT(S):**

If you have any questions during this process, please contact:

**Maggie Soto de Trejo**

Tresor Convention Logistics

619.564.4021 (Direct)

[m.soto@conventionlogistic.com](mailto:m.soto@conventionlogistic.com)

**Terri Blain**

Payment Alliance International

502.671.4088 (Direct)

[terri.blain@gopai.com](mailto:terri.blain@gopai.com)



## BROKERAGE SERVICES 2017 Terms and Conditions

### I. Company Information

**Tresor Convention Logistics**, as your recommended Customs Broker in Mexico, will ensure the timely delivery of your shipments and avoid any issues. Our Operation Team of Expert Former Mexican Customs Officers will provide the best advice through our 24/7 available Customer Service Staff. Besides that, our Main office and Warehouse are conveniently located in the border zone, so we can handle directly your items.

<p><b>Maggie Soto de Trejo</b> CEO <a href="mailto:m.soto@conventionlogistic.com">m.soto@conventionlogistic.com</a> San Diego Tel/Fax: (619) 564 40 21 Tijuana Cell: +52 1 (664) 120 2721 Mexico City Tel/Fax: +52 (55) 8525 1396</p>	<p><b>Raul Trejo Romero</b> COO <a href="mailto:r.trejo@conventionlogistic.com">r.trejo@conventionlogistic.com</a> San Diego Warehouse Tel/Fax.: (619) 564 40 21 Los Cabos Cell: +52 (624) 121 1326</p>
---	---

During the past years, we'd been working with the upscale Resorts in Mexico, best DMC's to handle the shipments of finest Companies. Just few of them: Accutech, Adidas, Aetna, Aimia, American Neurology Assn., Bankers Life, Business Incentives Worlwide, Daichii Sankyo, Emoro, E&J Gallo, Futurity First Insurance Group, HelmsBricoe ResourceOne, Herbalife, Honeywell, Janus et Cie, L'Oreal NYC, Martiz Travel, Mazda, Mercedes Benz, Mr. Lub, National Life Group, NutraBlend, Opus Agency, Shelter Insurance, Standard Insurance Co., The Garland Company Inc, Tiffany & Co., Time Warner, Toshiba, Toyota, Yokohama Tire, handling from one box to truckloads of party supplies, awards or jewelry with exactly the same care and 100% customer satisfaction.

### II. Importation Information

International Courier Companies always assure you that shipments will be received by consignee on time but they face with restrictions and importation rules and regulations different in each Country. We do have the experience and knowledge to make sure your shipment arrives before your participants.

Every shipment entering and exiting Mexico must comply with all Rules and Regulations and pay Importation taxes, fees as well as file any permit or license according to their tax classification by the Global Harmonized Codes.

**Tresor Convention Logistics** will take advantage for you of **Temporary Importation** whenever possible. This means that you will be exempted of paying VAT (Value Added Tax 16%) and GIT (General Importation Tax that goes from 5 to 35%). Amongst items considered under this classification are: Giveaways with permanent event logo and unitary price under \$50 USD or Company logo priced under \$20 USD or items that will be returned in the same condition in one single shipment that must be handled by our staff after the event ends such as AV equipment, Displays, etc. by paying only the export broker fees if you have an authorized Broker in California, USA. There are exceptions such as items made of textile and footwear that must be imported as Permanent.



**Definitive Importation** is for giveaways with no logo or price higher than specified before, despite that will be taken back by participants. Will be imported paying all taxes and duties that corresponds according to their tariff/classification.

Items registered as Trademark in Mexico, must comply with a Distribution letter from the manufacturer even if Temporary or Definitive.

**Return shipments** of items taken to Mexico by individuals will need an exportation process, paying first importation taxes if necessary as well as Export broker fees and extra documentation if you do not have an authorized Broker in California, USA. Purchases made in Mexico will need fiscal invoices issued by vendors in order to be exported (no tickets or purchase orders). Our staff will pick up the boxes packed and inventoried by your staff or this service can be provided.

Your shipment must be properly packaged in rigid quality boxes with no old shipping labels, closed with strong shipping tape. Keep in mind will be inspected and inventoried by our staff and even twice by Customs authorities to verify all information provided in your invoices through the Customs declaration. We can provide you an invoice form that will also works as packing list as will show items listed by box.

\*\*\* Pay special attention to FRAGILE items and avoid have them lose in boxes. Use the double packaging method if necessary, by inserting smaller boxes in larger ones and fill spaces with packing peanuts or bubble wrap. Fragile labels do not substitute the proper packaging and we are not responsible for lost or damaged items due to improper packaging\*\*\*

Invoice, any other document needed and tracking numbers must be received prior to your shipment arrival. Your shipment must be received in our warehouse located in San Diego at least 15 days before the date you need it delivered in Resort. Shipments received after that period will be considered as Rush and will increase handling and non-stop or air freight fees. Any third party Company used, must be considered as designated Agent of Tresor Convention Logistics.

Please use the following shipping information:

TRESOR CONVENTION LOGISTICS  
9865 MARCONI DR., STE C  
SAN DIEGO, CA 92154  
(619) 564 40 21  
ATTN: RAUL TREJO

**RESORT NAME**  
**EVENT CODE (PROVIDED BY TRESOR)**  
**EVENT MANAGER'S NAME**

The following chart shows average percentages that each kind of shipment has to pay. For a most accurate quote you should provide the Invoice for Customs Purposes. Pricing of items must be supported by Invoices from your vendors and must show real trade prices, despite that won't be sold in Mexico to avoid issues with Customs Bureau that takes the commercial pricing for taxation. Keep in mind that Customs Bureau will not accept null or low value items, even if are a donation to your Company.

Temporary Imports and Giveaways with logo	12% to 35%
Definitive Imports	16% to 45%
Freight San Diego to SJD	2.20 USD / Lb.
Freight San Diego to PVR / MEX / CUN	2.50 / 2.60 / 2.70 USD /Lb.
Handling	\$400.00 minimum

Tresor Convention Logistics will not incur in any expense in connection with the taxes, fees, freight forwarding or any other related to our services, unless the payment in full is received before the merchandise clear Mexican Customs.

Tresor Convention Logistics (Margarita Soto Rodriguez, RFC -Mexican Tax ID-: SORM630222VC8) is a Mexican Company ruled by Mexican Laws and will not provide any Foreign Tax ID Numbers.

Due to Fiscal regulations and since major part of quote are services rendered in Mexico, payment can be done with Wire transfer to our accounts in Mexico with no charge or USA account with wire charge of \$15 USD or credit card through PayPal with 4.5% extra charge.

### III. Agreement

By this mean, TRÉSOR Convention Logistics is declared in charge of the importation and therefore authorized to contract any Entity, Company, Service on our behalf by using the funds provided for such purpose, for the following:

(Please fill out with the proper information. It will also help us to address documents properly)

**Company Name:**

Tax Id. Number/ SS Number:

Address:

Phone:

Contact:

Email:

**Event Name:**

Hotel / Place of delivery:

Date of delivery:

Event Date:

**Name of responsible person attending the Event in Mexico as appears in passport**

**I DO ACCEPT THE TERMS OF THIS AGREEMENT.**

---

**Name, Position and Signature**

Please download the following two Excel files (separate from this package) from the Sponsor page of the Market Partner Conference website:

- ▶ Commercial Invoice / Packing List
- ▶ Shipping Label for All Packages

# SHIPMENT INVENTORY

2017 Market Partner Conference

---

Company Name

---

Contact Name

---

On-Site Phone Number

Box #	Box Contents
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Email your completed Shipment Inventory form  
by October 31, 2017 to

[Terri.Blain@GoPAI.com](mailto:Terri.Blain@GoPAI.com) and bring with you to conference.

**Do NOT place a copy of this form in your packages.**



**Thank you and we'll  
see you next month!**