



Global Transport and Logistics



## INTERNATIONAL SHIPPING INSTRUCTIONS

# 35<sup>th</sup> World Congress on Ultrasound In Obstetrics and Gynecology

**Cancun, Mexico | September 14-17, 2025**

Presented by:  
DSV Fairs & Events  
Venice, FL USA



**DSV Fairs & Events** is a recommended **International Freight Forwarder and Customs Broker** for **ISUOG World Congress 2025**.

We provide specialized freight forwarding services & transportation arrangements for exhibit materials, including customs clearance and on-forwarding after the event. Our main target is to ensure that you and your show teams receive the very best assistance.

**Global Logistics:** Coordinate international transport from any origin

**Customs Expertise:** Handle customs clearance

**Exhibition Logistics:** Deliver cargo to Exhibition venue

**Post-Exhibition Logistics:** Return cargo back to its final destination



## **DSV Solutions LLC, Fairs & Events USA**

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## TRUCK FREIGHT LAREDO, TX



\* 15 business days before delivery.

### Consignee to:

NAIB Group Fair Division Mexico S. A. de C. V.  
c/o Canpa Global Logistics sc / 8510  
Tejas loop Laredo Texas 78045 Phone: 956791559  
Attention: Hector Diaz



## SEA FREIGHT MANZANILLO OR VERACRUZ



\* LCL 20 business days before delivery target date.

### B/L as “Express Release”



\* FCL 15 business days before delivery target date.

## AIR FREIGHT MEX, CUN, OR GDL



\* 9 days before delivery target date.



### Documents Deadlines

- \* 5 days before shipping.
- \* 20 working days before shipping for food and beverages.
- \* 40 working days for medical or beauty equipment.

**NAIB Group Fair Division Mexico  
S.A. de C. V.**

Benito Juarez #41, Col. Urbana  
Ixhuatepec  
C.P. 55349. Ecatepec de Morelos,  
Estado de Mexico  
Phone (52) 55 57 69 74 15 / 16  
Attn: [fairs@naibgroup.com.mx](mailto:fairs@naibgroup.com.mx)

- *“Exhibitor Name”* / Booth No. \_\_\_\_\_
- ISUOG World Congress 2025
- c/o NAIB Group Fair Division  
Mexico S.A. de C. V.
- E-mail: [fairs@naibgroup.com.mx](mailto:fairs@naibgroup.com.mx)
- Phone: (52) 55 57 69 74 15 / 16

Consignee



Notify



- *“Exhibiting Company Name”*
- c/o ISUOG World Congress 2025
- Booth No. \_\_\_\_\_
- Cancun Center
- Cancun, Mexico
- September 14-17, 2025

Marks



**Each shipment must be accompanied by a full set of documents:**

- \* Commercial Invoice / Packing List
- \* Product Catalog / Technical Data Sheet / Manufacturer Info
- \* Truck BOL, Ocean Bill of Lading, Air Waybill

We need to check all commercial invoices three months in advance to advise you if health permits or temporary import permit are needed. Please keep in mind that this procedure takes time to be approved or refused and must be coordinated well in advance.

All shipments arriving at Mexican customs are subject to a detailed inspection. This inspection may involve verifying the contents of the shipment against the declaration information and potentially repackaging the merchandise.

If a shipment is flagged for a targeted inspection, it will undergo a more thorough examination. For routine clearance shipments, a simpler inspection process is followed, typically involving a check of serial numbers or other details without unpacking the merchandise.

Goods that will not be returning after the event, should be documented using a Combined Commercial Invoice/Packing List clearly stating that the shipment is a “Final Import” or intended as “Giveaways”.

## IMPORTANT – Please read carefully

To import ultrasound machines or any other operable medical equipment to Mexico, **TWO** important things are required:

### 1. COFEPRIS approval:

Mexican regulations stipulate that any functioning/operable ultrasound machine (for use either on patients or just for display) must have Mexican COFEPRIS approval to be imported to Mexico.

If you do not have COFEPRIS approval, you **MUST** apply for this temporary approval by sending an email to [congress@isuog.org](mailto:congress@isuog.org) with the following information:

- \* Name of the ultrasound machine
- \* Serial number or ID of the ultrasound machine
- \* Name of the company producing the ultrasound machine
- \* Name of the company representative liable who is traveling with the machine/arranging the shipment

**2. Temporary Import Permit** (required for all foreign medical equipment). Please note this permit is not equivalent to an ATA Carnet or temporary import bond required for the import of all goods to Mexico, this is a separate import permit specifically for medical equipment.

It is imperative that sponsors/exhibitors who plan to bring such equipment to the Congress arrange both of the above well in advance of the event as the lead time for approval can be **MORE THAN 3 MONTHS.**

## Pre Alert Requirements

- Please send your full set of Pre-Alert 7 days prior to shipping to [exhibitions@dsv.com](mailto:exhibitions@dsv.com) and [fairs@naibgroup.com.mx](mailto:fairs@naibgroup.com.mx).

## Shipping Conditions

- All shipments must be sent prepaid from origin.

## Commercial Invoice and Packing List

- Commercial Invoice and Packing List (CIPL)

## Product

- Product catalog, technical data sheet and manufacturer information.

## Truck BOL, Air Waybill or Ocean Bill of Lading

- Truck BOL, Air Waybill or Ocean Bill of Lading. Ocean B/L must be issued as “Express Release”.

## Health Permits and Certificates (if applicable)

- For shipments that requires health permits and certificates.

## Credit Card Authorization Form

- Credit Card Authorization Form is required for guarantee of payment.

## On-Site Contact and Return Form

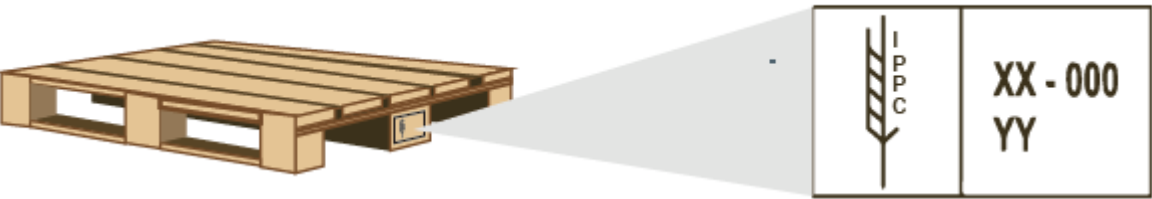
- On-Site Contact & Return form is required and an important one as it will serve as your written instructions for DSV to handle your freight before and after the event.

**CONTACT DSV F&E USA FOR BLANK DOCUMENTS**

## Solid Wood Packing Material

To ensure a smooth customs clearance process and avoid any delays, all shipments are subject to pre-customs inspection. Due to this process, we kindly ask to protect your goods, and please use sturdy packaging. If your shipment has padlocks, kindly provide the key or combination to facilitate the inspection process.

Please note that wooden packaging or pallets must comply with international standards, meaning they must be heat-treated (HT) and marked with the IPPC logo and the two letter ISO code for the country that treated the WPM.



For easy identification, all packages shall be marked as follows:

### ISUOG World Congress 2025

C/o DSV Fairs & Events

Name of Exhibitor : \_\_\_\_\_

Stand Number : \_\_\_\_\_

Case Number : \_\_\_\_\_ of \_\_\_\_\_

Gross/Net Weight : \_\_\_\_\_

Dimension : \_\_\_\_\_



**Payment Terms & Conditions** – DSV requires all customers to have **either** an active credit account or a valid credit card on file for payment guarantee.

**Credit Card Authorization Form** – The credit card authorization form is guarantee of payment. This guarantee still allows you the option to pay by company check or ACH but does not off any terms (COD). Payment is due upon receipt. All credit card transactions are subject to a 4% banking fee + \$5.00 processing fee.

DSV Solutions accepts payment by credit card, ACH and wire.

**Electronic Payment:** Please transfer funds to Nordea Bank.

Account Name:	DSV Solutions LLC
Bank Name:	Nordea Bank Finland
Bank Address:	1211 Avenue of the Americas, 23 <sup>rd</sup> Floor New York, NY 10036
Account Number:	4075443001
ABA Number:	026010786
SWIFT Code:	NDEAUS3N

If paying electronically, remittance details should be emailed to [mandy.henry@dsv.com](mailto:mandy.henry@dsv.com) and [L902remittance@us.dsv.com](mailto:L902remittance@us.dsv.com). Please indicate your company name, your DSV customer number and total payment amount in the subject line. The body of the email should provide the payment details as follows:

Invoice number(s)  
Invoice date(s)  
Amount(s) paid per invoice

Electronic payment (ACH/wire) is preferred, as it is the most efficient and reliable method.

Thank you for reviewing our shipping instructions, we hope that it was helpful to you with the planning of your shipment and documents. It is our philosophy and belief that proper planning, accuracy of documents, and a proactive approach are all critical for a successful shipment to an exhibition.

As your exhibition freight forwarder, DSV Fairs & Events staff and team will be happy to assist you in all the necessary. If you have any further questions which have not been answered here, or require any other information about the show, please contact us at your convenience.

## **DSV Solutions LLC**

### **Fairs & Events**

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DSV Fairs & Events has an agent office in most countries. If you do not see your country listed below, then please contact DSV F&E USA, so that we can provide local contact info.

## Austria

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## Belgium

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## Brazil

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## Canada

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## Ireland

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## Singapore

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## United Arab Emirates

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