



CENTRO DE CONVENCIONES
CARTAGENA DE INDIAS

ANNEX 7

TRANSITORY FREE TRADE ZONE GUIDELINES

CTG-GC-IN-019 | Versión 3 del 24/06/2022

by **HERÓICA**

RESPONSIBLE

Administrator User, Exhibitors, Event Organizer.

GOAL

To establish the steps for the process of using the TFZ - Transitory Free Trade Zone.

SCOPE

From the application to request use of the Transitory Free Trade Zone (TFZ), to the arrival and departure of goods and the TFZ closing.

DEFINITIONS

- 1. Transitory Free Trade Zone (TFZ):** a temporary transit space that functions as an area where goods or merchandise coming from abroad can be brought in for use and display during the event.
- 2. Administrator User:** The administrator user is the administrative entity of the area for which the declaration of a Transitory Free Trade Zone is requested. The administrator user must be established as a legal entity, with the legal capacity to organize national or international events, as well as to carry out promotion, management, and administration activities.
- 3. Exhibitor User:** The exhibitor user is the person who, in the context of a national or international event, acquires the status of an exhibitor through a contractual agreement with the administrator user. In order to carry out their activities, the exhibitor user must sign a contract with the administrator user in which the terms and conditions of their relationship are determined.

- 4. Dirección de Impuestos y Aduanas Nacionales (DIAN):** Entity whose purpose is to help ensure the fiscal security of the Colombian State and the protection of the national economic public order through the administration and control of compliance with tax, customs, and foreign exchange obligations, among others, as well as foreign trade operations under conditions of fairness, transparency, and legality.

DOCUMENTOS DE REFERENCIA

- Decree 2147 of 2016
- Decree 1165 of 2019
- Resolución 46 of 2019

CONTENTS

The CCCI offers its clients the possibility of using a Transitory Free Trade Zone (TFZ) during their events, which complies with the legal provisions of the Ministry of Commerce, Industry, and Tourism (MinCIT) of the Republic of Colombia. This facilitates exhibitors in showcasing their merchandise and equipment at the event.

If your event requires the use of Grupo Heroica S.A.S's Transitory Free Trade Zone, you must submit an authorization request to your Account Coordinator at least four (4) months before the event start date. This service must be requested through an email with the following information:

- Name and dates of the event
- Type of goods that will enter
- Participating countries
- Explanation of the event's importance for the country's economy and international trade. The Cartagena de Indias Convention Center (CCCI) will be directly responsible for carrying out the procedure before the Ministry of Commerce, Industry and Tourism. Once the resolution is issued (approval of the TFZ), the Account Coordinator will send it to you to confirm the service.

The Cartagena de Indias Convention Center will not process documentation for the Transitory Free Trade Zone for requests that are not submitted within the previously established timeframe, as the request would not meet the deadlines required for each stage of the process set by the Ministry of Commerce, Industry, and Tourism.

For customs brokerage services, it is essential to ensure full compliance with the existing legal regulations regarding importation, exportation, and customs transit. The customs agency of your choice must maintain constant communication with the CCCI.

The Cartagena de Indias Convention Center will be responsible for enforcing the current regulations set by the Ministry of Commerce, Industry, and Tourism, which authorizes the process, and by DIAN, which controls the procedures of the Transitory Free Trade Zone. Under no circumstances will the goods or equipment brought be allowed to leave our premises without complying with the legal provisions. The staff of the CCCI is not authorized to carry out any type of procedure outside the facilities for the purpose of coordinating the entry or withdrawal of goods from the Transitory Free Trade Zone; the coordination for the arrival or departure of goods is at the expense of the client or customs agency of their choice.

Instructions for the entry and exit of goods from the Transitory Free Zone of Grupo Heroica S.A.S (Cartagena de Indias Convention Center).

Please note the following for completing the entry (Annex 1) and exit (Annex 2) forms for goods in the Transitory Free Trade Zone, which must be submitted by each exhibitor and duly approved at the time of the goods' entry to the CCCI facilities.

- **Event in which they participate:** The name of the event where they will participate
- **Resolution:** The number of the issued resolution sent by Grupo Heroica S.A.S. where the Transitory Free Trade Zone it is enabled.
- **Exhibitor:** The name of the exhibitor of the event.
- **TFZ User:** The customs code assigned by the DIAN which will be sent at the beginning of each event.
- **Number of Stand:** The stand assigned by the event organization.
- **Gross weight:** The gross weight of the cargo.
- **Parcels:** The number of packages in which the merchandise is sent.
- **Date of entry of the goods:** Data filled out by Grupo Heroica.
- **Date of withdrawal of the goods:** Data filled out by Grupo Heroica.
- **Type of goods:** Indicate whether the goods are Domestic, Nationalized or in free circulation, Foreign, or from a Free Trade Zone.
- **Destination of goods:** For entry it must be the Transitory Free Trade Zone, For the departure you must indicate if you are going to another TFZ, Rest of the World or TAN-Colombia.
- **Origin:** The exhibitor must indicate the origin of the goods as follows:
 - **Rest of the World - Foreign Merchandise:** Exhibition goods, samples, advertising material, decoration material, among others, that come from abroad and that will remain in the Free Trade Zone during the event, adhering to the tax regime.
If the goods are transported via courier, the air waybill with the paid taxes must be attached.

- o **TAN (Colombia) - National Merchandise:** Merchandise manufactured in the country and shipped from Colombia. The exhibitor must attach the proof of shipment or invoice for the domestic goods being transported to the event.
- o **TAN (Colombia) - Nationalized or in free circulation:** Goods not produced in Colombia that are freely available in the country. The exhibitor must attach an import declaration, if they are an importer, or a commercial invoice, if they are a distributor.
- o **Free Trade Zone Goods coming from another Free Trade Zone:** Goods that are transported from another free trade zone.
- **Operation code:** The exhibitor user will select the TFZ Operation code according to the external circular 5 of 2010 as follows:
 - o **For Foreign Goods:**
 - a) **Code 121:** POP material, supplies, articles to be consumed or distributed free of charge in the Free Trade Zone
 - b) **Code 122:** Temporary entry goods necessary for the event
 - c) **Code 123:** Temporary entry of returnable materials.
 - o **For national/nationalized merchandise or in free circulation:**
 - a) **Code 331:** Materials for the event trade show, POP Material, supplies, items to be consumed or distributed free of charge in the Free Trade Zone.
 - b) **Code 332:** Temporary entry of returnable materials.
 - o **For Goods coming from another Free Trade Zone:**
 - a) **Code 514:** Temporary entry of goods from another Free Trade Zone for trade fair events.

- **Description of goods:** Each of the items destined for the event.
- **Quantity:** It corresponds to the quantities of each of the items.
- **Unit value:** It corresponds to the unit value of each of the items.
- **Total value:** It corresponds to the value of the totality of each item.
- **Exhibitor signature and seal:** The forms must contain the stamp and the signature of the organization/user that fills it out. For foreign goods, it must be filled out like so:
- **Number Transport document:** It corresponds to the air waybill, Bill of Lading or the transport document with which the goods enter the country.
- **Date of the document:** Date of issue of the transport document
- **Shipping Form:** Document issued by the airline or port for transfer to the Free Trade Zone
- **Customs Agency:** Name of the customs agent if applicable.
- **Port of arrival in Colombia:** Port through which the goods enter the country.

Note: the information registered on the forms is under oath, therefore, it must be accurate and truthful.

ENTRY OF GOODS TO THE PREMISES

National and/or Nationalized Merchandise

- **TFZ Goods Entry Form** (Annex 1)
- The goods must be dispatched with the corresponding remission or commercial invoice that proves that the goods are **national**.
- The **nationalized** or freely available goods must come with one of the following supporting documents: Import Declaration, Air Waybill with payment of taxes or Simplified Import Declaration.

Foreign Goods

- **TFZ Goods Entry Form (Annex 1)**

- **Commercial invoice in Spanish:** with detailed description of the goods and in the name of the exhibitor or representative in Colombia, including the currency and terms of trade.

- **Packing list:** you must indicate the pallet number, brands, number of units per pallet or box

- **Transport document:** air waybill, Bill of Lading, continuation of journey, DTA or DTAI, duly consigned to the Grupo Heroica Transitory Free Trade Zone. It must detail the tariff classification.

- **Special documents:** Check if your goods require any special document such as certificate of origin (with a date after the invoice was issued), records, approvals, regulations and requirements depending on the tariff classification, among others.

In both cases, the cargo or merchandise must be physically identified as follows:

<p>CONSIGNEE: GRUPO HEROICA S.A.S NIT 900360261-4</p> <p>ZONA FRANCA TRANSITORIA GRUPO HEROICA S.A.S CODE: NAME OF THE EVENT: NAME OF THE EXHIBITOR:</p>

Please note the following for arrival at the venue:

- Your transport company must deliver the goods to the Cartagena de Indias Convention Center (CCCI) Protection Management Officer along with the TFZ Goods Entry Form (Annex 1), which is used to identify your goods.
- During the goods' stay at the CCCI facilities, they will be available for physical and/or documentary verification by the customs authority (DIAN), even without the presence of the exhibitor.
- If all required documentation according to the origin of the goods is not provided, the customs authority (DIAN) will not allow the goods to be moved from the warehouse to the exhibition area.
- From this moment on, your goods will be available for removal from the warehouse to the exhibition area of the event.

6.2 DEPARTURE OF GOODS FROM THE PREMISES

For the departure of exhibited goods and in accordance with Colombian customs regulations, it is mandatory to complete the TFZ Goods Exit Form (Annex 2) and send it to the email zonafranca@ccccartagena.com before the event ends.

Please note that the removal must be for all goods exhibited during the event. Except for the goods reported as consumed (advertising materials, stand decorations, setup materials).

National and/or Nationalized Merchandise to any part of the country

- **TFZ Goods Exit Form (Annex 2).**

Goods to another Free Zone located in Cartagena

- **TFZ Goods Exit Form (Annex 2)**

Goods Entry Form in destination ZF Contract between the parties, if applicable

Goods to another Free Zone located in another jurisdiction

- **TFZ Goods Exit Form (Annex 2)**
- **Goods Entry Form in destination ZF**
- **Contract between the parties, if applicable.**
- **Customs transit declaration (for foreign goods)**

Departure of Goods to their country of origin or a third country

We recommend this procedure to be carried out through a Customs Agent. Supporting Documents:

- • **TFZ Goods Exit Form** (Annex 2)
- Pre-cut guide (air transport - supplied by the airline with which the goods will be shipped). If shipped via DTA (maritime transport) or DTAC (land transport), you must attach the document duly completed by the cargo agency and authorized by the DIAN (supplied by the transport company with which your shipment is processed).

Please take the following into account for the exit from the venue:

- Once the event dismantling begins, you must take your goods registered in the TFZ Goods Exit Form (Annex 2) to the CCCI warehouse so that the Protection Management Officer can authorize their removal, supported by the documents you have sent in advance.

We appreciate sharing all the necessary documentation according to your case, to the mail zonafranca@ccccartagena.com

Remember that Grupo Heroica S.A.S was established as a Transitory Free Trade Zone with a tax suspension regime for the goods exhibited at the venue. Therefore, we are obligated to comply with the protocols established by the National Government.

GENERAL CONSIDERATIONS

- The process and management of the Transitory Free Trade Zone with the Ministry of Commerce, Industry, and Tourism will incur a cost, which should be validated with your Account Coordinator before starting the request.
- The goods stored in the TFZ warehouse are received 24 hours before the event starts, during the hours of 7:30 AM to 6:00 PM, and must be removed 24 hours after the event ends during the same hours. During this period, customs procedures for nationalization, re-exportation, and/or transfer between free trade zones must be managed ensuring the departure of goods, and it is the exhibitor's direct responsibility.
- Only the goods to be exhibited during the trade show should be delivered to the CCCI warehouse.
- If the goods have weight and measurements exceeding the storage capacity of the TFZ warehouse (15 m²), they will be received and directly transferred to the trade show area during the event setup. Otherwise, the exhibitor should coordinate the shipment of the goods through their customs agency to a larger permanent free trade zone and arrange a transfer from one free zone to another on the event setup and dismantling days.
- If additional space and time are required for storage, the organizer can request the assigned Event Coordinator to check the availability and cost of the fee. Similarly, if the goods are not removed within 24 hours after the event ends, a charge will apply for the storage fee.
- It is important to note that once the designated date in the Ministry's resolution for each event has passed, the DIAN will take possession of the goods, and they will be declared abandoned.

- If you will be selling goods within the Transitory Free Trade Zone please consider the following requirements:
 - a) All goods coming from abroad to be sold at the event where retail sales are allowed, must be nationalized beforehand. Grupo Heroica S.A.S Transitory Free Trade Zone will not handover goods if they do not comply with this procedure.
 - b) Exhibitors belonging to the Régimen Común tax system must issue an invoice for the sale of their goods and charge the corresponding VAT. Being within the Free Trade Zone does not exempt them from this obligation.
- For your consumer goods, the amounts or values of such goods are regulated by the customs authority as follows (For each exhibitor, Article 552 resolutions 46 of 2019, DIAN):
 - a. US\$ 1,000 United States dollars when the event is less than or equal to three (3) days.
 - b. US\$ 2,000 United States dollars when the event is more than three (3) days and less than or equal to five (5) days.
 - c. US\$ 3,000 United States dollars when the event is over five (5) days.
- According to current Colombian legislation, the entry of goods as accompanied luggage is not permitted. Therefore, the exhibitor must complete the tax regime change with DIAN at the airport upon arrival in the country. This is based on the fact that goods that are not legally cleared with customs cannot enter the Transitory Free Trade Zone and may be seized by the DIAN. In any case, the exhibitor is responsible before the DIAN if they decide to bring their goods this way.



CENTRO DE CONVENCIONES
CARTAGENA DE INDIAS

COMERCIAL@CCCARTAGENA.COM
GETSEMANÍ, CALLE 24 #8ª - 344 - CARTAGENA DE INDIAS, COLOMBIA



@ccccartagenaco

by **HEROICA**