

INFORMATION FOR SPONSORS

Promotional Material Shipping via Courier

If you would like to send promotional materials for AAPA LATAM 2026 by international courier, please take the following information into account:



Packages will be accepted from November 1 to 20, 2026, during business hours from 8:00 a.m. to 4:00 p.m.

Information to Include on the Package Label

RECIPIENT / CONSIGNEE: **Comisión Portuaria Nacional**

Shipping address: **6th Avenue A, 8-66, Zone 9, Guatemala City**

Attention: **Ludwin Ariel Argueta Montenegro – Comisión Portuaria Nacional**

Telephone: (+502) 2419-4800 / (+502) 4994 3598

Postal code: **01009**

Event name: **AAPA LATAM 2026**

Sponsor company name / SENDER: _____

☐ MATERIAL FOR BOOTH ☐ MATERIAL FOR BAGS

Package number of _____

When shipping, please notify us at info@prports.com and lamontenegro@cpn.gob.gt, indicating the sponsor company name, air waybill (AWB) number, courier company, number of packages, and a description of the contents (booth materials and/or materials for bags).

Other Important Information

- ▶ We recommend sending materials for 600 participants.
- ▶ Courier shipments are accepted for goods with a customs value of up to USD 1,000.00 (one thousand dollars), provided the goods meet the conditions established by customs regulations and are not subject to permits, certificates, authorizations, or other non-tariff restrictions or regulations.
- ▶ If the customs value of the shipment exceeds USD 1,000.00 (one thousand dollars), or if the goods require special permits, certificates, or authorizations, consult your courier company or customs broker before shipping, as a customs procedure other than courier clearance may be required.
- ▶ Promotional materials sent to Guatemala may be subject to Import Duty (DAI), according to their tariff classification under the Central American Tariff System (SAC), as well as 12% Value Added Tax (VAT).

Shipping Documents

- ▶ For international shipments of promotional materials, a Commercial Invoice must be attached. It must state the amount in U.S. dollars (USD), and the courier company must be provided with the information required to issue the air waybill (AWB) and complete customs clearance.
- ▶ The Commercial Invoice must contain complete and consistent information about the sender and recipient, a clear and specific description of each product, quantities, unit and total values, country of origin, and any other information required by the courier company for customs clearance.
- ▶ Where applicable, include the tariff classification (HS code) and the purpose or reason for the shipment.
- ▶ Important: Even if the items are promotional or will be distributed free of charge at the event, a value must be declared for customs purposes.

Shipping Timeline

- ▶ **IMPORTANT:** Schedule your shipment so that packages are delivered to the Comisión Portuaria Nacional no later than November 20, 2026. Do not rely only on the transit time provided by your courier company; allow for customs clearance delays caused by requests for additional information, tax payments, permits, or special procedures.

Important: Comisión Portuaria Nacional and AAPA LATAM do not act as importers, customs brokers, or courier companies. The sender is responsible for verifying and meeting all applicable requirements.

Prepaid Costs: All shipping-related costs (freight, import duties, VAT, and customs clearance fees) must be prepaid by the sender. Shipments with charges due at destination will not be accepted.

Temporary Imports and Special Goods

- ▶ For machinery, equipment, displays, or other goods that must be returned to the country of origin after the event, the Temporary Admission for Re-export in the Same State customs regime may apply.
- ▶ Goods admitted under this regime must meet the conditions, guarantees, time limits, and other requirements established by the Superintendency of Tax Administration (SAT), and must be re-exported within the authorized period.
- ▶ Before shipping, check whether the goods require permits, registrations, authorizations, or special procedures for entry into Guatemala.

Customs Clearance Assistance

For goods requiring temporary admission, specialized customs clearance, or additional procedures, we recommend directly engaging a customs broker. The official list of Authorized Economic Operators (OEA) published by SAT Guatemala may be consulted.

[View the Official List of Authorized Economic Operators – SAT Guatemala](#)



Promotional Materials in Baggage



- ▶ Travelers entering Guatemala with promotional materials in their baggage must declare them in the **Electronic Regional Sworn Traveler Declaration (DJRV-e)**, selecting “goods other than baggage.” This category includes gifts, donations, promotional materials, samples, sample kits, work equipment, and commercial goods.
- ▶ **If the value of the goods does not exceed US\$500**, The law provides a tax exemption for goods other than personal baggage up to this amount if the applicable conditions are met. These include that the goods are not for commercial use, the traveler has been outside the customs territory for at least 72 hours, the benefit has not been used during the applicable period, and any required permits are presented. If these conditions are met, a customs declaration may be made without paying taxes.
- ▶ **When the value of the goods is between US\$500 and US\$1,000**, they must be declared to Customs and applicable taxes paid at the bank window there.
- ▶ **If the value of the goods exceeds US\$1,000**, Customs will hold them and issue a receipt; a customs broker must be hired to complete the procedure. See the broker list by scanning the QR code on page 3 (Customs Clearance Assistance).
- ▶ To substantiate the value of the goods, the passenger must present the **invoices or supporting documents**.
- ▶ **If a traveler temporarily brings in equipment and materials needed for their profession or occupation**, they must notify the Central Aviation Customs Administration (at adnaviacion@sat.gob.gt), describe the equipment, identify the traveler carrying it, state that they will participate in AAPA LATAM, and provide arrival and departure details for Guatemala so the required checks can be completed. The traveler must include the equipment in their DJRV-e.

Regional Traveler Declaration (DJRV-e)

[Complete the Regional Sworn Traveler Declaration \(DJRV\)](#)

