



PIBL

International Shipping Instructions

MJSA EXPO

MARCH 10-12, 2019 • JAVITS CENTER

Official Customs Broker and Freight Forwarder

PIBL - Phoenix International Business Logistics, Inc.

1201 Corbin Street

Elizabeth, NJ 07201

Attention: Veronica Gomez

Tel: 908.355.8900

Fax: 908.355.8883

E-Mail: vgomez@phoenixlogistics.com

Freight originating from cities outside the United States requires special consideration not covered in the handling and shipping section of this manual. The U.S. Customhouse Broker is available to advise the best methods of transportation and proper documentation. Please address all inquiries to the above individual.

CUSTOMS CLEARANCE OPTIONS

Phoenix can arrange to clear your merchandise through customs on a temporary or permanent duty paid entry. If you are intending to ship high value merchandise, we suggest you apply for an ATA Carnet in the country of origin. Carnet's should only be utilized for high valued merchandise which is intended for re-export from the U.S. in the same condition in which they were imported. Merchandise entered into the U.S. under a Carnet and not exported is subject to U.S. Customs duty, penalties and or fines.

TRANSPORTATION SERVICES

For information regarding export services from your location to New York, please feel free to contact one of the following Phoenix agents or contact Phoenix in NJ for the name and phone number of an Agent nearest you.

<p style="text-align: center;">UNITED KINGDOM</p> <p>GBH Exhibition Forwarding Ltd, 10 Orgreave Drive Handsworth, Sheffield S13 9 NR Contact: Mark Saxton Phone: [44] 1142690641 Fax: [44] 1142693624 E-mail: Mark@gbhforwarding.com</p>	<p style="text-align: center;">GERMANY</p> <p>FairExpress GMBH Messespedition - Blomestrasse 25 -27 Bielefeld, Germany D-33609 Contact: Christiane Roelfs Phone: [49] 52-1911-4420 Fax: [49] 52-1911-4411 E-mail: christiane.roelfs@fairexpress.de</p>
<p style="text-align: center;">ITALY</p> <p>O.T.I.M. S.p.A. – Int'l Fairs Dept. I-20159 Milano - Via Porro Lambertenghi, 9, Italy Contact: Chiara Rossolimo Bergamini Phone: [39]-02 69912255 Fax: [39] - 02 69912231 E-mail: chiara.rossolimo@otim.it</p>	<p style="text-align: center;">JAPAN</p> <p>Nissin Corporation 5 Sanbancho, Chiyoda-ku Tokyo, 102-8350, Japan Contact: Yuta Kase Phone: [81]3-3238-6500 Fax: [81]3-3238-6508 E-mail: y_sakamaki@nissin-tw.com</p>
<p style="text-align: center;">SPAIN</p> <p>Internacional Trade Shows S.A. (ITS, S.A) AVDA. Eduard Corbella, 86-88 Barcelona, Spain E-08440 Contact: Mrs. Marta Revell Phone: [34] 932004675 Fax: [34] 932001694 E-mail: marta.ravell@itsfairs.com</p>	<p style="text-align: center;">CANADA</p> <p>Phoenix Int'l Business Logistics, Inc. 1201 Corbin Street Elizabeth, NJ 07201 Contact: Roger Howell Tel: (908)355-8900 Fax: (908) 355-8883 E-Mail: rhowell@phoenixlogistics.com</p>

MARKING

To insure timely delivery to your stand, all cases should be marked as follows:

Name of Exhibitor

Name of Show and Exhibition Center

Booth number

Piece #1 /up

DOCUMENTS REQUIRED (Forward to Phoenix NJ)

Original Bills of Lading / Commercial Invoice / U.S. Customs Power of Attorney

OCEAN FREIGHT AND AIRFREIGHT SHIPMENTS

It is imperative that all documents be issued in English only. Documents issued in other languages will be translated at the expense of the exhibitor.

The Commercial invoice must contain the following details:

- Complete name and address of the exhibitor
- Quantity of each description
- Detailed description of merchandise
- Country of origin
- Individual and total price of each description
- Total value of shipment

All commercial invoices should mention that the shipment consists of exhibition goods to be exhibited at the show and whether the goods are for temporary or permanent importation. All goods which are being sold in the United States are subject to normal customs duty and taxes.

CONSIGNEE & NOTIFY PARTIES

Consign & Notify both Air & Ocean Shipments as follows:

Consignee: Name of Exhibitor – Booth #
 MJSA New York
 C/O Jacob Javits Center
 655 West 34th Street
 New York, NY 10001

Notify Party: PIBL – Phoenix Intl Business Logistics, Inc.
 1201 Corbin Street
 Elizabeth, NJ 07201
 ATTN: Veronica 908-355-8900

All documents such as invoices and packing lists should accompany air shipments and must arrive with the freight.

RETURN TRANSPORTATION OF EXHIBITION GOODS

After the close of the exhibition, Please make arrangements with Phoenix for the return transportation of your exhibition goods to the country of origin or any other destination of your choice. Quotations may be obtained in advance from Phoenix by faxing your requirements to 908-355-8900 or emailing the Phoenix contact.

PAYMENT CONDITIONS

Invoices for services rendered on inbound movements are payable prior to delivery of freight to the exhibition center through our designated agents or directly to Phoenix. Phoenix accepts cash, American Express or traveler's checks.

TERMS OF FREIGHT ACCEPTANCE

All freight shipments must be shipped to the U.S. on a prepaid basis.

TERMS AND CONDITIONS OF SERVICE

All business undertaken by Phoenix International Business Logistics, Inc. is subject to the terms and conditions of service as recommended by the Freight Forwarders and Brokers Association, Inc. Text available upon request.

TERMS OF DELIVERY/DEADLINES FOR ARRIVAL IN US

In order to assure timely delivery to show site, freight and documents must arrive in the U.S. between 8 -10 days prior to your move in date. LCL shipments should arrive in New York 15-20 days in advance of show move in. A late surcharge will be applied to all shipments arriving within 5 working days of the show set-up.

US/CANADIAN BORDER CROSSINGS

Canadian exhibitors seeking to export exhibit materials to the U.S. should be advised that U.S. Customs will require an IRS identification number for the entry of these shipments to the U.S. If your organization does not have an IRS number, your U.S. Customs broker should have the capability to file and receive a temporary IRS number on your behalf. Failure to provide this number to the U.S. Broker at the border crossing will result in delays. Show Management cannot provide their tax identification number to exhibitors as the importer of record must be the name of the exhibitor or a distributor representing the exhibitor.

Exhibitor's expecting problems with border clearances should contact our recommended Customs Broker Phoenix International Business Logistics, Inc. at 908-355-8900. For a fee, Phoenix is prepared to clear your merchandise at the border or in New York using their IRS number as the ultimate consignee. Please contact them in advance to discuss document requirements.

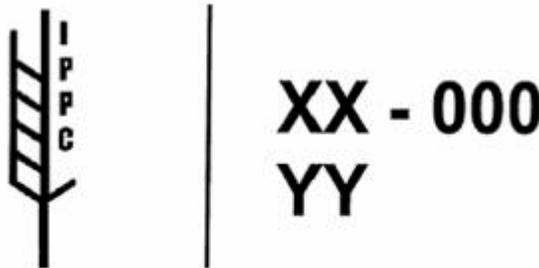
RESTRICTIONS ON WOOD PACKING MATERIAL

The United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) has revised its import regulation for wood packaging materials (WPM), 7 CFR § 319. The final rule was effective September 16, 2006 with full enforcement began July 5, 2006.

The regulation restricts the importation of many types of untreated wood articles, including wooden packaging materials such as pallets, crates, boxes, and pieces of wood used to support or brace cargo. The regulations currently refer to these types of wood packaging materials as solid wood packing materials, defined as “wood packing material other than loose wood packing material, used or for use with cargo to prevent damage, including, but not limited to, dunnage, crating, pallets, packing blocks, drums, cases, and skids.” Any WPM not meeting the treatment specifications of this rule will be immediately re-exported.

The rule states that regulated wood packaging materials must be marked in a visible location on each article, preferably on at least two opposite sides of the article, with a legible and permanent mark that indicates that the article meets the new requirements. Paper treatment certificates will continue to be accepted until July 5, 2006. Should you have any questions regarding the wood packing material used for your exhibit, please consult your local Phoenix agent, in house freight forwarder, or packing and crating company. Additional information on this subject can be found on the USDA Website:

<http://www.aphis.usda.gov/lpa/issues/wpm/wpm.html>



XX represents the ISO country code.
000 represents the unique number assigned by the national plant protection organization.
YY represents either HT for heat treatment or MB for methyl bromide fumigation.

IMPORTER SECURITY FILING (10 + 2)

International exhibitors attending trade shows in the U.S. face federal regulations when importing cargo by ocean freight from overseas. On January 26, 2009 the Import Security Filing (ISF) rule, also known as the 10+2 rule, took effect. International exhibitors who fail to follow the new rule from the U.S. Customs and Border Protection (CBP) are subject to fines and penalties. Under the ISF rule, importers are required to submit 10 items of data about their cargo at least 24 hours before it is loaded aboard a vessel at a foreign port. Two additional data items are required by the carrier as well, resulting in what is known as the 10+2 rule. To comply with the new rule, exhibitors are required to provide PIBL or a PIBL agent the following 10 data elements 48 hours prior to loading at the port of origin.

1. Manufacturer (or supplier) name and address
2. Seller name and address
3. Buyer name and address
4. Ship to name and address
5. Container stuffing location
6. Consolidator name and address
7. Importer of record number
8. Consignee number
9. Country of origin of goods
10. Harmonized Tariff Schedule (HTSUS)#

On July 9, 2013, CBP was authorized to begin full enforcement of the ISF regulation. CBP will begin fining Importers for the submission of an inaccurate, incomplete or untimely filing or for failure to file. Violators will be fined \$5,000 per non filed, late filed, inaccurate filing or inaccurate ISF update. Fines will not exceed \$10,000 per ISF. To expedite the process, contact PIBL or a PIBL agent to request an email copy of an easy to use "type and send" ISF form or download it from http://phoenixlogistics.com/f_and_e.html