



January 9-11, 2024

**Orange County Convention Center
Orlando, Florida**

International Shipping & U.S. Customs Guidelines



PIBL

**PHOENIX INTERNATIONAL
BUSINESS LOGISTICS, INC.**

Phil Hobson / Sally Mulkeen

Tel 908-355-8900

Fax 908-355-8883

Email phobson@phoenixlogistics.com / smulkeen@phoenixlogistics.com

TABLE OF CONTENTS

| | |
|---|-----------|
| Introduction..... | 2 |
| U.S. Customs Clearance Process | 3 |
| Types of U.S. Customs Entries | 4 |
| Required Documentation | 5 |
| Consignment Information | 5 |
| Ocean and Air Freight Deadlines | 6 |
| Import Security Filing (10+2) Rule | 7 |
| Restrictions on Wood Packaging Material | 8 |
| FCL - Full Container Load Ocean Shipments..... | 9 |
| LCL - Less than Container Load Ocean Shipments | 9 |
| U.S. Custom's Container Seal Requirements | 10 |
| U.S. Custom's Duty and Processing Fees..... | 11 |
| Insurance | 12 |
| Outbound Shipping Instructions | 13 |
| International Small Package Shipments | 14 |
| Prohibited Commodities..... | 14 |
| Outlays and Payment Conditions | 14 |
| Phoenix Overseas Agents | 14 |
| Deadlines and Tariff | 15 |
| Important Tariff Notes | 16 |
| Forms: | |
| A) ISF (Importer Security Filing Form) | |
| B) Import Freight Information Sheet | |
| C) List of International Agents/Affiliates | |



PIBL

INTRODUCTION

Phoenix International Business Logistics, Inc. (PIBL) has been appointed the Official International Freight Forwarder / U.S. Customs Broker for ICEC USA 2024.

We strive to offer each exhibitor exemplary service in concert with our overseas partners. By using PIBL's international network, your company can derive these benefits:

- Alleviate potential transport and customs clearance problems and insure your exhibit is delivered on time.
- Increase the efficiency and reliability of the entire transportation process
- By establishing an account with a PIBL overseas agent, all charges for services incurred in the U.S. can be invoiced directly to you through our agent. Otherwise, payment for services must be collected from the exhibitor (or their freight forwarder) prior to the delivery of your shipment to the show site.
- PIBL will coordinate the customs clearance of all inbound freight through U.S. Customs and Border Protection (CPB) and will arrange timely delivery to the show site.
- Our licensed personnel are on-site before, during, and after the show to answer questions about customs clearance and to assist you with the re-exportation of freight after the show closing.

Should you have any questions regarding transportation or U.S. Customs, we invite you to contact us.



U.S. CUSTOMS CLEARANCE

All shipments arriving in the U.S. require clearance from U.S. Customs prior to release from the port, airport or terminal. In order for PIBL to affect customs clearance on your behalf, you must provide a company name under which PIBL can prepare the customs entry. This company can either be a U.S. resident company or an overseas non-resident company.

What PIBL Needs to Act as Your Customs Broker

1. Completed U.S. Customs Power of Attorney Form (available upon request)
2. Import Freight Information Sheet (attached) - return by facsimile or email to the PIBL coordinating office. If needed, consult with our agent on how to complete this form.
3. Contact name and phone number

Note: Customs clearance will take approximately 2-3 days. During this time, the freight must remain under customs supervision at the port of entry and under no circumstances can it be delivered to the show site.

About the Power Of Attorney

The PIBL coordinating office must be in possession of your Power of Attorney 48 hours prior to export of seafreight shipments, in order to file the importer security notice with U.S. Customs or immediately upon export of airfreight shipments. It is the exhibitor's responsibility to make available to PIBL all appropriate documentation for customs clearance. **Failure to do so may result in late filing fees and surcharges and/or late delivery to the show site.**

Blank Power of Attorney forms are available upon request.

Timely Deliveries

Although PIBL will do everything possible to insure all shipments are delivered in time for the show, we cannot be held responsible for late or delayed delivery of freight due to the exhibitor's failure to follow the provided procedures.



TYPES OF U.S. CUSTOMS ENTRIES

Permanent Entries

Permanent Customs entries are reserved for those Exhibitors who are expecting their freight to permanently remain in the United States. U.S. Duty and other applicable processing fees will apply. Shipments with duty liability of less than \$250.00 are automatically cleared as a permanent entry.

Temporary Entries

High value exhibits imported for the ICEC USA Show intended to be re-exported after the show can be cleared on a temporary duty free (TIB) entry. TIB entries should only be utilized for exhibits intended for re-export in the same condition and quantity in which they were imported. TIB merchandise entered into the U.S. and not exported is subject to U.S. Customs penalties and fines.

All give-away items, food, beverage, etc., are considered consumables and are therefore unable to be cleared under a temporary entry.

**** IMPORTANT NOTE ****

It is not recommended that merchandise intended for temporary or permanent entry into the U.S. be packed and shipped together. U.S. Customs will not accept one customs entry for both permanent and temporary freight. We suggest that such freight be packed and shipped independently under separate commercial invoices and house bill of lading. Questions on this subject can be forwarded to PIBL or our overseas agents.



PIBL

REQUIRED DOCUMENTATION

The following documents must be provided for Customs clearance:

- Bills of lading or Airway bills. (*Express release Bills of lading only*)- **No Originals.**
- Signed Commercial/Proforma invoices in English, giving exact commodity description with Harmonized number, unit value and total value. (You cannot indicate NO COMMERCIAL VALUE on Invoices. This is not accepted by U.S. Customs)
- Completed and Signed Import Freight Information Sheet. (Enclosed)
- Packing list in English (May be combined with the commercial invoice)
- Power of Attorney (Available upon request.) Not required if you have worked with PIBL previously.
- Any applicable documents, licenses, insurance certificates

CONSIGNMENT INFORMATION

Please ensure that your shipments are sent on a prepaid basis, marked and consigned as follows.

Consignee

Name of exhibiting company

C/O ICEC USA – Booth # _____

Orange County Convention Center

9800 International Drive

Orlando, FL. 32819

Notify

PIBL - Phoenix Int'l Business Logistics, Inc

Attn: Phil Hobson / Sally Mulkeen

email: phobson@phoenixlogistics.com

Phone: 908.355.8900 Fax: 908.355.8883



PIBL

OCEANFREIGHT/AIRFREIGHT DEADLINES

| | |
|---------------------------------------|-------------------|
| Ocean Freight (FCL): East Coast Port | December 18, 2023 |
| Ocean Freight (LCL): East Coast Ports | December 4, 2023 |
| Air Freight: Orlando Airport | December 18, 2023 |

To ensure timely delivery to show site, we recommend that all shipments arrive in the U.S. by the above dates. PIBL will not charge intermediate storage for airfreight or LCL seafreight shipments that have arrived and are customs cleared within the above provided time frames.

Demurrage, per diem and chassis charges for full containers during the time period between arrival and delivery to showsite must be negotiated with the steamship lines in the country of origin. If arrangements have not been made and confirmed in writing by the steamship lines, PIBL will invoice container and chassis demurrage and per diem charges directly to the Agent or Exhibitor. *Freight arriving after the above dates will be charged additional fees based on services required to ensure timely clearance and delivery of your shipment to the show.* It is imperative that the coordinating PIBL office be pre advised of all incoming shipments prior to the freight's arrival in the U.S. If the above deadlines can not be met, please advise our office immediately so we can make arrangements to expedite the customs clearance and delivery of your shipment.

IMPORT SECURITY FILING (10+2) Rule.

This information is needed 24 hours before shipment is loaded.

International exhibitors attending trade shows in the U.S. face new 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 | 6. Consolidator name and address |
| 2. Seller name and address | 7. Importer of record number |
| 3. Buyer name and address | 8. Consignee number |
| 4. Ship to name and address | 9. Country of origin of goods |
| 5. Container stuffing location | 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



PIBL

RESTRICTIONS ON WOOD PACKAGING 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 commencing on 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 wood packaging material 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 IPPC mark that indicates that the article meets the new requirements. **It is highly recommended that IPPC stamped crates loaded in full containers be placed at the tail of the container so the stamp is clearly visible by Customs when the container doors are opened.** U.S. Customs is no longer accepting fumigation certificates as proof of fumigation. All fumigated wood packaging material must be stamped with the IPPC stamp.

Should you have any questions regarding the wood packaging material used for your exhibit, please consult your local PIBL 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>.



PIBL

FULL CONTAINER OCEAN SHIPMENTS

Containers arriving on the East Coast of the U.S. must be terminated at the U.S. port of arrival. At which point, PIBL will arrange the customs clearance and transfer of the container to Orlando. In the event you are arranging your containers to arrive in Tampa or Jacksonville by rail via the U.S. West Coast, **they must arrive on a chassis**. Failure of the steamship line to provide a chassis will result in delays and a chassis rental fee.

Direct unloading of containers on showsite is not recommended. A marshaling yard has been established for the orderly management and drayage of containers to showsite for unloading. PIBL will arrange for delivery of containers to the marshaling yard for intermediate storage and subsequent delivery to the convention center for unloading. Containers arriving from the Far East via the U.S. West Coast should be booked via "Miniland Bridge" to Jacksonville, Tampa or Miami Florida ONLY. We are not aware of any steamship line providing Miniland Bridge rail into Orlando. These shipments must terminate at the container yard in the respective city. DOOR DELIVERY BY THE STEAMSHIP LINES DIRECTLY TO THE CONVENTION CENTER IS PROHIBITED. If the steamship line cannot terminate the container at the container yard, PIBL will customs clear the container at the U.S. Port of entry and arrange trucking to Orlando. Additional expenses for these services are for the exhibitor's account and can be quoted on a case-per-case basis.

For the purpose of ensuring containers are available for re-export, we ask that you notify PIBL of any full container return shipments prior to arrival of the container in Orlando. Availability of containers is limited and booking equipment is required 15 days in advance. If arrangements have not been made and containers are not available for loading on showsite, Exhibitor's freight will be removed from showsite and returned to PIBL's contracted warehouse at the exhibitor's expense.

LESS THAN CONTAINER LOAD OCEAN SHIPMENTS

If you intend to utilize the services of a sea freight consolidator for your LCL (less than container load shipments), please be aware of the delays associated with transport from the port of arrival to Orlando and U.S. Customs examinations at the port of arrival. These delays range from 5 -20 days. Although PIBL cannot reduce the risk of U.S. Customs examinations, we can expedite the clearance process and delivery to Orlando but only if the shipments are terminated at the port U.S. port of arrival. We do not recommend shipping LCL shipments through to Orlando. Best results are obtained by terminating the shipment at the U.S. Port of arrival.



U.S. CUSTOMS CONTAINER SEAL REQUIREMENTS

U.S. Customs and Border Protection is reminding shippers and importers that all loaded containers arriving by vessel at a port of entry in the U.S. on or after October 15, 2008, are required by statute (6 U.S.C. 944) to be sealed with a seal meeting the ISO/PAS 17712 standard.



The ISO/PAS 17712 standard requires that container freight seals meet or exceed certain standards for strength and durability so as to prevent accidental breakage, early deterioration (due to weather conditions, chemical action, etc.) or undetectable tampering under normal usage. ISO/PAS 17712 also requires that each seal be clearly and legibly marked with a unique identification number. If you have any questions regarding seal requirements, please contact PIBL or one of our overseas agents.

U.S. CUSTOMS DUTY AND PROCESSING FEES

Merchandise entered into the Commerce of the United States is subject to duty, merchandise processing fees and, if imported via sea freight, a harbor maintenance fee. These duties/taxes will be estimated and invoiced by PIBL in accordance with the description provided on your commercial invoice. All U.S. Customs and service fees invoiced by PIBL must be paid prior to freight delivery to the show site.

Duty - Based on commodity description and rate of duty

Merchandise processing fee - .3464% of FOB value (maximum USD\$ 538.40) Sea & Air

Harbor Maintenance fee - .125% of FOB Value - (No maximum) Seafreight only

Preparing the Commercial Invoice

Commercial/pro forma invoices must include the following information:

- * Name of shipper (exporter or manufacturer)
- * Name of consignee (exhibiting company **C/O ICEC USA – Orlando, FL**)
- * Booth number
- * Complete description of merchandise
- * Harmonized tariff number of each description
- * Unit value and total value ("No commercial value" statements are not accepted by U.S. Customs)
- * Invoices must be in English

Display Description

A display booth with lights, panels, etc., can be grouped and shown as this example indicates:
"Completed display booth and stand" 9403.20.0020 Value \$5,000.00

Display boards should be listed as follows: "Display boards of pressed wood with single sample or groupings for color or design" 6808.00.0000. All display boards must show quantity in square meters.

INSURANCE

To best serve our customers, we must inform you that the liability of your freight forwarders, customs broker and contracted carriers, as well as PIBL, is limited to \$50.00 per shipment under the Freight Forwarder/Customs Brokerage Industry's standard terms covering liability for physical loss or damage to your cargo. In the unfortunate event that your goods are damaged or lost while entrusted to PIBL and if our agents or we are determined liable for the damage or loss, our and their liability will be limited to \$50.00 per shipment.

If you do not wish to run this risk, you have two options. You may declare the value of the goods to us prior to shipment; PIBL with our agents will thereby charge you a significantly higher rate for our services. Alternately, you may procure insurance on your own, or through us, for the full value of the goods for the time the goods are entrusted to us and/or our agents, including international door-to-door coverage.

Generally, the premium for such insurance is much less than the higher freight rate that you will be charged if you choose the first option, declaring the higher value.

If you or your insurance broker has any concerns that your present coverage does not fully cover the value of your shipment in the event of loss or damage, please feel free to request full coverage of this shipment in writing to PIBL. Through our underwriters, we have the ability to insure your shipment for the value as indicated in your request.

If you do not wish to exercise either option, or if you are satisfied that the insurance coverage you have arranged through others and not through us is sufficient, you are acknowledging the fact that PIBL has not insured your shipment and has advised you of the liability limitation that will otherwise apply.



Outbound Shipping Instructions

These instructions are provided to assist you with the documentation required to remove your freight from the show site. Please contact your PIBL representative with any questions prior to the show closing.

BEFORE THE LAST DAY OF THE SHOW

- Secure a **material handling form or bill of lading** from the appointed show contractor.
You must complete this form to help the contractor identify your shipment and tender it to PIBL
- Ensure all show **contractor invoices** have been paid.

ON THE LAST DAY OF THE SHOW

- If you have not received the material handling form or bill of lading from the show contractor, visit the contractor's service desk to request it.
- Complete the form by **adhering to all of the instructions** provided by the contractor.
- You must **indicate PIBL/Phoenix as the carrier** in this manner:
PIBL-Phoenix/Att: (your PIBL representative's name and phone number)
- Each piece that you pack **must be labeled** with a final delivery/consignee address.
If you don't have labels, the show contractor can provide blank labels for your use.
- Be sure that the **piece count** that you list on the material handling form precisely matches the number of pieces that you have packed and are shipping.
- The **final delivery address** that you provide on the handling form must match the delivery address on the labels.
- After packing your exhibit, **return the completed material handling form to the show contractor's service desk**. Without this completed form, the show contractor cannot release your shipment to our driver.
Important: Don't leave the material handling form with your freight at the booth, or leave the exhibition center without taking the completed form to the show contractor.
- Call or email your PIBL representative to **advise us of the final piece count**, as well as the time that you dropped off the completed material handling form at the show contractor's service desk.

**Questions? - Call our Export Department at
908-355-8900**

INTERNATIONAL SMALL PACKAGE SHIPMENTS

Small package shipments are defined as shipments less than 50 kgs. Successful customs clearance and delivery of international small package shipments can be a challenge. To reduce delays, additional expenses and possible non delivery of your shipment, we recommend exhibitors utilize our door to door delivery services. In conjunction with our overseas agents, our staff arranges the transportation from origin, the customs clearance, and the delivery of your small package shipment to the show at a competitive price. Please contact us to discuss the best method for handling your small package shipment.

PROHIBITED COMMODITIES

Certain commodities are prohibited from import into the United States. We strongly advise you refrain from shipping any hazardous chemicals, paint, or food/beverages with your shipment. However, should you find it necessary to import such merchandise, please send it separately and in advance of your primary shipment.

OUTLAYS AND PAYMENT CONDITIONS

PIBL will advance funds on your behalf for expenses incurred in Atlanta. Unless you have an established account with PIBL or a PIBL partner, these charges are expected to be paid prior to delivery of your shipment to the show site.

PHOENIX OVERSEAS AFFILIATES AND OFFICES

PIBL urges all exhibitors to utilize the transportation services of our overseas partners and affiliates. These offices have familiarized themselves with these guidelines and are in a position to invoice you directly for all destination and on-site charges. By using the PIBL network, you will alleviate any delays in Atlanta and will increase the efficiency of the entire transportation process. The full contact information for each office is provided at the end of these guidelines. If an agent is not provided for your country, please contact PIBL for the office nearest your location.

DEADLINES AND TARIFF

A. Important scheduling notes

1. Phoenix is offering **free** storage of LCL and airfreight shipments arriving, cleared, and picked up by the deadlines shown above.
2. Cargo arriving after the above stated deadline dates will be charged additional fees based on the services required to ensure timely clearance and delivery to the convention center.
3. Due to the possibility of a high volume of return shipments, please allow additional time for exports from Orlando. Expedited export transportation services are available. However, this service must be requested in advance of show closing.

B. Inbound charges

1. Terminal Handling charges and transfer of documents..... As per outlay + 15%
Admin/Outlay fee. Minimum US 15.00
2. Airport Arrival Communication Fee..... US 35.00 p/entry
3. Airfreight Additional Manufacturer fee (one free): US 3.00 each
manufacturer
4. Customs clearance fees:
Permanent entries US 165.00 p/entry
Temporary entries US 225.00 p/entry
5. U.S. Customs exam services..... As per outlay+ 15% admin/
outlay fee. Minimum US 15.00
6. Customs exam coordination fee US 75.00 per exam
7. Document messenger services, communication fee..... US 135.00 p/entry/container
8. Other Gov't Agency releases (If required)..... US 35.00 p/entry
9. Additional Classifications (3 free) US 7.00 each additional
10. Additional invoice (1 free) US 15.00 each additional
11. Delivery from Orlando Airport or consol point, to US 5 0.00 p/100 lbs
Showsite dock. (Based on Greater of volume or weight)..... US 375.00 Minimum
12. Trucker waiting time US 85.00 per hour
13. US Customs bond fee:
TIB/Trade Fair entry bond fee US 7.50 per/USD 1,000.00
Permanent entry bond fee US 6.50 per/USD 1,000.00
Minimum Bond fee US 85.00
14. Import Security filing: Seafreight only US 65.00 plus \$3 p/manufctr
15. Import Security Bond fee: Seafreight only..... US 95.00



PIBL

C. Outbound charges

1. Export documentation:

Air US 95.00 p/shipment
Sea US 135.00 p/shipment

2. TIB/TFE Cancellation US 100.00 p/entry

3. Sea/air/domestic shipment coordination US 85.00 p/shipment

4. Delivery from show site to Orlando consol point US 50.00 p/100 lbs
(Including intermediate storage) US 375.00 Minimum
(Based on Greater of volume or weight)

Above rates apply to services provided during normal working hours. For after-hours, weekend, and/or holiday pick-ups or deliveries, add \$150.00 to the above inbound and outbound coordination fees.

Return Air/Ocean freight rates, terminal handling charges and rates for special services will be quoted on a case per case basis.

D. Important Tariff notes

1. Quotations and tariff rates apply to each exhibitor and shipment and are based on volume or actual weight of the shipment. Whichever is greater.
2. Rates exclude all U.S. Customs duty, taxes and/or Merchandise Processing Fees, any storage charges due to early arrival or delays beyond Phoenix's control, and charges related to the movement of freight once it arrives on show site.
3. Unless prior arrangements have been made with our PIBL overseas affiliate, all freight charges must be settled prior to show opening. Failure to do so will result in a 2.5% outlay charge. Payment may be in the form of cash, American Express or Traveler's checks. *Company checks drawn on foreign banks cannot be accepted.* A 4% processing fee will be added to all invoices paid by credit card.
4. All merchandise brought into the exhibition center must be properly packed. Phoenix does not unload or load vehicles at the Convention Center so we can not be held liable for damage caused while unloading or loading. We highly recommend the use of wood crates for all international and domestic shipments.
5. C.O.D./Collect fees/Outlays. Phoenix will invoice a 15% admin/outlay fee for any/all monies outlaid on behalf of the exhibitor. Minimum US 15.00.
6. Rates do not include trucker waiting time while waiting onsite to be unloaded or loaded. Rates are generally invoiced at a per hour rate with 2 hours free.
7. Container rates do not include chassis rental or daily storage services.
8. PIBL Terms and Conditions of service are available upon request.



PIBL



PIBL

Port Elizabeth
1201 Corbin Street
Elizabeth, NJ 07201 USA
Tel 908.355.8900 Fax 908.355.8883

IMPORTER SECURITY FILING

| | | | |
|--------------------------------|----------------------|-----------------------------|----------------------|
| BILL OF LADING NO. | <input type="text"/> | ON BOARD DATE | <input type="text"/> |
| SHIPPER REF NO. | <input type="text"/> | COUNTRY OF ORIGIN | <input type="text"/> |
| MANUFACTURER NAME | <input type="text"/> | | |
| MANUFACTURER ADDRESS | <input type="text"/> | | |
| CONTAINER STUFFING LOCATION | <input type="text"/> | | |
| BUYER NAME | <input type="text"/> | | |
| BUYER ADDRESS | <input type="text"/> | | |
| SHIPPER NAME | <input type="text"/> | | |
| SHIPPER ADDRESS | <input type="text"/> | | |
| CONSOLIDATOR NAME | <input type="text"/> | | |
| CONSOLIDATOR ADDRESS | <input type="text"/> | | |
| IMPORTER OF RECORD | <input type="text"/> | CONSIGNEE FEDERAL ID NO. | <input type="text"/> |
| ACTUAL OWNER OF GOODS | <input type="text"/> | | |
| HARMONIZED TARIFF | <input type="text"/> | | |



PIBL

PIBL - PHOENIX INTERNATIONAL BUSINESS LOGISTICS, INC.

1201 CORBIN STREET

ELIZABETH, NJ 07201

PHONE: (908) 355-8900 FAX: (908) 355-8883



IMPORT FREIGHT INFORMATION SHEET



| | | |
|---|----------------|------------------------|
| SHOW NAME: | | |
| EXHIBITOR: | | |
| HALL NO: | BOOTH NO: | MOVE-IN DATE: |
| CONTACT(S) AT SHOW: | Email address: | On-Site Cell Phone No: |
| DEFINITIVE OR TEMPORARY CLEARANCE: | | |
| IMPORTER OF RECORD: Name and Address | | |
| BILL TO PARTY: | | |
| <input type="checkbox"/> EXHIBITOR | | |
| <input type="checkbox"/> PHOENIX AGENT IN COUNTRY OF ORIGIN (Confirmation required) | | |
| <input type="checkbox"/> OTHER – Please specify | | |
| <u>Name and City of Agent:</u> | | |
| * Exhibitor/Manufacturer of products in this shipment confirms there are no known U.S. AD/CVD cases against them: YES <input type="radio"/> NO <input type="radio"/> | | |
| Is your company C-TPAT Certified ? YES <input type="radio"/> NO <input type="radio"/> | | |
| Have you shipped with this agent previously ?: YES <input type="radio"/> NO <input type="radio"/> | | |
| <small>* Antidumping and Countervailing Duties (AD/CVD) Frequently Asked Questions U.S. Customs and Border Protection (cbp.gov)</small> | | |
| Importer IRS#: _____ If available | | |

PAYMENT CONDITIONS:

Unless prior arrangements have been made with your local PIBL agent, all charges are payable before final delivery to show site. American Express, Visa, wire transfer or company check are all acceptable forms of payment.

FREIGHT ARRIVAL CONDITIONS:

To insure proper U.S. Customs clearance and timely delivery to your booth, freight must arrive by the deadline date provided in the shipping guidelines or by the PIBL representative

DELIVERY TERMS:

PIBL is only responsible for delivery of freight to show site dock.

The designated drayage contractor is responsible for all onsite freight movements.

PIBL is not responsible for loss of freight while on show site.

The below signed Exhibitor/Company guarantees payment of all charges incurred on this shipment in accordance with the above instructions and the Terms and Conditions of PIBL which are available upon request

THANK YOU.

EXHIBITOR NAME: _____

SIGNATURE: _____

DATE: ____/____/____

**PIBL's
WORLDWIDE NETWORK OF AGENTS**

Belgium

Kristal bvba
Brucargo 734
Zaventem, B-1931, Belgium

Contact: Mr. Geert Frere
Phone: (32)2 7530737
Fax: [32] 27514720
[E-mail: geert.frere@kristal-logistics.com](mailto:geert.frere@kristal-logistics.com)

Brazil

TTI Log International Logistics
137 Avenue Alexandr Mackenzie
Sao Paulo, Brazil 05323-000

Contact: Marcos Krekovski
Phone: (+55 11) 3716-3713
Fax:
[Email: MarcosKrekovski@ttilog.com.br](mailto:MarcosKrekovski@ttilog.com.br)

Canada

Phoenix Int'l Business Logistics, Inc
1201 Corbin Street
Elizabeth, NJ 07201US

Contact: Roger Howell
Phone: 908-355-8900
Fax: 908-355-8883
[Email: rhoell@phoenixlogistics.com](mailto:rhoell@phoenixlogistics.com)

China

APT ShowFreight Shanghai
RM 901-2, Modern Plaza Tower 1
369 Xian Xia Road
Shanghai, China 200336

Contact: Shirley Xing
Phone: [86]21 6124 0090
Fax: [86] 21 61240091
[Email: shirley.xing@aptshowfreight.com](mailto:shirley.xing@aptshowfreight.com)

Denmark

FairExpress GMBH
Grafenheider Strasse 103
33729 Bielefeld/Germany

Contact: Christiane Roelfs
Phone: 49-521-91144-20
Fax: [49] 52-1911-4411
[E-mail: christiane.roelfs@fairexpress.de](mailto:christiane.roelfs@fairexpress.de)

France

Bollore Logistics
4-6 Rue des Deux Cedres-Zone Cargo 3
35700 Roissy En France

Contact: Laurent Canot
Phone: [33] 1-49-19-1593
Fax: [33] 1-49-19-1591
[E-mail: laurent.canot@bollore.com](mailto:laurent.canot@bollore.com)

Germany

FairExpress GMBH
Grafenheider Strasse 103
33729 Bielefeld/Germany

Contact: Christiane Roelfs
Phone: 49-521-91144-20
Fax: [49] 52-1911-4411
[E-mail: christiane.roelfs@fairexpress.de](mailto:christiane.roelfs@fairexpress.de)

Hong Kong

Hansen Exhibition Forwarding Ltd.
Unit-13,13/F New Commerce Centre
19-Onsum Street, Shatin Hong Kong

Contact: Michael Kun
Phone: 852-2367-2303
Fax: 852-2369-0479
[E-mail: michael@hansenhk.com](mailto:michael@hansenhk.com)

Italy

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](mailto:chiara.rossolimo@otim.it)

Japan

Nissin Corporation
5.Sanbancho, Chiyoda-ku
Tokyo, 102-8350, Japan

Contact: Exhibition Team
Phone: 81-3-3238-6500
Fax: 81-3-3238-6508
[Email: exhibition@nissin-tw.com](mailto:exhibition@nissin-tw.com)

Netherlands

Fairexx Logistics for Exhibitions BV
De Trompet 2650
1967 DD HeemskerkThe Netherlands

Contact: Paul Van Zijl
Phone: 31-251250060
Fax: 31-251250065
[E-mail: paul.van-zijl@fairexx.nl](mailto:paul.van-zijl@fairexx.nl)

Philippines

Alta Fairs & Exhibits
No. 3 STA. Agueda Ave.
Pascor Drive, Philippines

Contact: Kristine Oracion
Phone: 632 551 4646
Fax: 632 831 3054
[E-mail: kristine@atn.com.ph](mailto:kristine@atn.com.ph)

Portugal

Ornofe Transitários, Lda.
Via Carlos Mota Pinto, 74 - AU
4470-034 Moreira - Maia, Portugal

Contact: Ricardo Fernandes
Phone:[351]229415015/6
Fax: [351]229415017
[E-mail: ricardo.fernandes@ornofe.pt](mailto:ricardo.fernandes@ornofe.pt)

Singapore

APT Showfreight (S) Pte Ltd
10 Bukit Batok Crescent
#05-05, The Spire,Singapore 658079

Contact:Abdul Ghani
Phone: [65]64998988
Fax: [65]64998989
[E-mail:ghani@aptshowfreight.com](mailto:ghani@aptshowfreight.com)

South Africa

Aspiring Logistics Group
Unit 1, 34 Cincant Street
Cape Town, South Africa 7780

Contact: Rob Muller
Phone: 27 21 9056221
Fax: 27 21 905 6338
[Email:rob@aspiring.co.za](mailto:rob@aspiring.co.za)

Spain

International Trade Shows S.A. (ITS, S.A.)
AVDA. Eduard Corbella, 86-88
Barcelona, E - 08440 Spain

Contact: Cristobal Cascante
Phone: 34 93 8713954
Fax: 34 93 8712211
[E-mail: cristobal.cascante@itsfairs.com](mailto:cristobal.cascante@itsfairs.com)

Switzerland

BTG Suisse Ltd
Salinenstrasse 61
Pratteln, Switzerland CH-4133

Contact: Dominique Geiser
Phone: 41 61 337 25 73
Fax: 41 61 337 25 79
[Email: Dominique.Geiser@btg-suisse.ch](mailto:Dominique.Geiser@btg-suisse.ch)

Thailand

APT Showfreight (Thailand) Limited
11/24 Rachadapisek Road, Chongnonsee
Yannawa, Bangkok 10120 Thailand

Contact: Hasnai Kongkaew
Tel: +66 (0) 2285 3060 ext 201
Fax: +66 (0) 2285 3068
[E-mail:hasnai@aptshowfreight.com](mailto:hasnai@aptshowfreight.com)

**PIBL's
WORLDWIDE NETWORK OF AGENTS**

Turkey

Level Uluslararası Lojistik
ve Organizasyon Hizmetleri A.S
Yeni Bosna Merkez Mahallesi
29 Ekim Caddesi Vizyon Park Plazaları
Plaza 4, Ofis 507 - 34197 Bahçelievler - İstanbul

Contact: Tufan Zaman
Phone: 90 212 603 33 35
[E-mail: tufan.zaman@level-logistic.com](mailto:tufan.zaman@level-logistic.com)

United Kingdom

GBH Exhibition Forwarding Ltd,
10 Orgreave Drive
Handsworth - Sheffield
United Kingdom - S13 9 NR

Contact: Mr. Mark Saxton
Phone: [44] 114-269-0641
Fax: [44] 114-269-3624
[E-mail: mark@gbhforwarding.com](mailto:mark@gbhforwarding.com)

Vietnam

APT Showfreight Vietnam Co., Ltd
Unit 301, 3rd Floor, Giay Viet Plaza
180-182 Ly Chinh Thang St, Ward 9, Dist. 3
Ho Chi Minh City, Vietnam.

Contact: Ms. Le Thi Ngoc (Tram)
Phone: (84-8) 62905460
Fax: (84-8) 62905406
[E-mail: L.e.Huong@aptshowfreight.com](mailto:L.e.Huong@aptshowfreight.com)