



**October 27-29, 2024**

**Jacob K. Javits Convention Center  
New York, NY**

# **International Shipping & US Customs Guidelines**

---



**PIBL**

Phoenix International Business Logistics, Inc.

Port Elizabeth

1201 Corbin Street

Elizabeth, NJ 07201

Phil Hobson / Sally Mulkeen

Tel 908-355-8900

Fax 908-355-8883

Email [phobson@phoenixlogistics.com](mailto:phobson@phoenixlogistics.com) / [smulkeen@phoenixlogistics.com](mailto:smulkeen@phoenixlogistics.com)

# TABLE OF CONTENTS

<b>Introduction.....</b>	<b>2</b>
<b>U.S. Customs Clearance Process .....</b>	<b>3</b>
<b>Types of U.S. Customs Entries .....</b>	<b>4</b>
<b>Consignment Information .....</b>	<b>5</b>
<b>Importer Security Filing (10 + 2) .....</b>	<b>5</b>
<b>Ocean and Air Freight Deadlines .....</b>	<b>6</b>
<b>Required Documentation .....</b>	<b>6</b>
<b>Restrictions on Wood Packaging Material .....</b>	<b>7</b>
<b>U.S Customs Container Seal Requirements .....</b>	<b>8</b>
<b>Full Container Ocean Shipments.....</b>	<b>9</b>
<b>LCL - Less than Container Load Ocean Shipments .....</b>	<b>9</b>
<b>International Small Package Shipments .....</b>	<b>9</b>
<b>US Customs Duty and Processing Fees .....</b>	<b>10</b>
<b>Insurance .....</b>	<b>11</b>
<b>Prohibited Commodities .....</b>	<b>12</b>
<b>Outlays and Payment Conditions .....</b>	<b>12</b>
<b>Outbound Shipping Instructions .....</b>	<b>13</b>
<b>PIBL's Overseas Affiliates and Offices.....</b>	<b>14</b>
<b>Deadlines and Tariff .....</b>	<b>15</b>
<b>Important Tariff Notes .....</b>	<b>17</b>

## **Forms:**

- A) Import Freight Information Sheet**
- B) Importer Security filing form**
- C) PIBL's Worldwide List of Agents**

# INTRODUCTION

**Phoenix International Business Logistics, Inc. (PIBL) has been appointed the Official International Freight Forwarder / U.S. Customs Broker for JA Fall New York 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 the following benefits:

- Alleviate potential transport and customs clearance problems and ensure 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 issues, we invite you to contact us.

# U.S. CUSTOMS CLEARANCE PROCESS

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 this by facsimile or email to the PIBL coordinating office. If needed, consult with your freight forwarder 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 ensure all shipments are delivered in time for the show, we cannot be held responsible for late or delayed delivery of shipments 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 with the intention 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 bills of lading. Questions on this subject can be forwarded to PIBL or our overseas agents.

# CONSIGNMENT INFORMATION

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

## Consignee

Name of exhibiting company  
JA New York 2024 / Booth # \_\_\_\_\_  
C/O Jacob Javits Center  
655 West 34th Street  
New York, NY 10001

## Notify

PIBL - Phoenix Int'l Business Logistics, Inc.  
Attn: Sally Mulkeen  
Phone: 908.355.8900 Fax: 908.355.8883

# 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 | 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](http://phoenixlogistics.com/f_and_e.html)

# OCEANFREIGHT/AIRFREIGHT DEADLINES

Ocean Freight (FCL): New York

October 17, 2024

Ocean Freight (LCL): New York

October 10, 2024

Air Freight: Newark or JFK

October 9, 2024

To ensure timely delivery to show site, we recommend 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.

## REQUIRED DOCUMENTATION

The following documents must be available 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. (NO COMMERCIAL VALUE on Invoices 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

# RESTRICTIONS ON WOOD PACKAGING MATERIAL

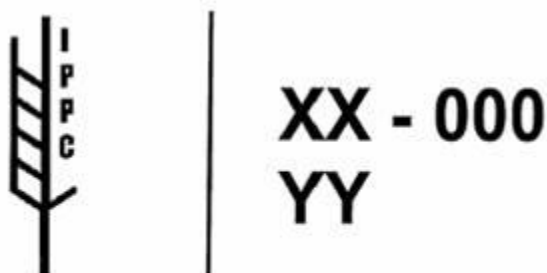
The United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) has revised its import regulation for wood packaging materials (WPM), 7 CFR § 319. The final rule was effective September 16, 2006 with full enforcement commencing on July 5, 2006.

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 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 IPPC mark that indicates that the article meets the new requirements. U.S. Customs is no longer accepting fumigation certificates as proof of fumigation. All fumigated WPM must be stamped with the IPPC stamp.

Should you have any questions regarding the wood packing 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:

<https://www.aphis.usda.gov/aphis/ourfocus/planthealth/import-information/wood-packaging-material>



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.



# 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.

## **FULL CONTAINER OCEAN SHIPMENTS**

Containers must be terminated at the Port of New York/New Jersey. At which point, PIBL will arrange the customs clearance and transfer to showsite

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 New York / New Jersey. 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 utilizing this service. Freight availability and customs 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 showsite.

## **INTERNATIONAL SMALL PACKAGE SHIPMENTS**

Small package shipments are defined as shipments less than 32kgs/70 lbs. Successful customs clearance and delivery of international small package shipments can be a challenge for trade show shipments. To reduce delays, additional expenses and possible non delivery of your shipment, we recommend exhibitors utilize PIBL's door-to-show site dock customs clearance and delivery services. In conjunction with our overseas agents, our staff arranges the transportation, 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.

## 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 seafreight, 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 showsite.

Duty- Based on commodity description and rate of duty

Merchandise processing fee - .3464 % of FOB value (maximum USD\$ 614.35) Sea & Air

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

Commercial/proforma invoices must include the following information:

- A. Name of Shipper (Exporter or Manufacturer)
- B. Name of Consignee (Exhibiting Company C/O  
**JA New York Show 2024 – New York, NY**)
- C. Booth Number
- D. Complete description of merchandise
- E. Harmonized tariff number of each description
- F. Unit Value and total value (No Commercial value statements are not accepted by U.S. Customs)
- G. Invoices must be in English

A display booth with lights, panels, etc., can be grouped and shown as: (example)

“Completed display booth and stand” 9403.20.0020 Value \$5,000.00

# INSURANCE

In our effort to best service our customers, we must inform you that the liability of your freight forwarders, customs broker and contracted carriers, as well as ourselves, 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 and we and our agents will charge you a significantly higher rate for our services, or 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**

## **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 New York. 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 show site.

## **PIBL's 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 onsite charges. Utilization of the PIBL network will alleviate any delays in New York and increase efficiency of the entire transportation process. The full contact information for each office is enclosed. 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 by the deadline dates 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 NY/NJ. 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. Airline Arrival Communication fee ..... US 35.00 p/entry
3. Airfreight Additional Manufacturer fee (one free) .....US 3.00 p/manufacturer
4. Customs clearance fees:
  - a. Permanent entries ..... US 165.00 p/entry
  - b. Temporary entries ..... US 225.00 p/entry
5. US Customs exam services ..... As per outlay + 15%  
admin/outlay fee. Minimum US 15.00
6. Customs exam coordination fee ..... US 125.00 per exam/container
7. Document messenger services, communication and Exposition onsite  
staff supervision fee ..... US 135.00 p/entry
8. Other Gov't Agency releases (If required)..... US 35.00 p/entry
9. Additional Classifications (3 free) ..... US 5.00 each additional
10. Additional invoice (1 free) ..... US 10.00 each additional
11. \* Delivery from EWR/JFK Airport or consol point, to ..... US 50.00 p/100 lbs.  
Showsite dock. (Based on Greater of volume or weight) US 375.00 Minimum
12. Seafreight container drayage from port of arrival to Showsite dock...Quotation required
13. US Customs bond fee ..... US 6.50 per/USD 1,000.00  
Minimum US 85.00
14. ISF Filing fee ..... US 35.00 each additional
15. ISF Filing Bond fee ..... US 95.00 each additional
16. Trucker waiting time ..... US 85.00 per/hour /1 hr. free



\* Discounts available for shipments exceeding 4,000 lbs.

### **C. Outbound charges**

1. Export documentation and handling fee:
  - Air/Domestic Shipments ..... US 95.00 p/Bill of lading
  - Seafreight Shipments ..... US 135.00 p/Bill of lading
2. Onsite sea/air freight export coordination fee ..... US 85.00 p/cont./shipment
3. Delivery from show site to EWR/JFK Airport or consol point ..... US 50.00 p/100 lbs.  
(Including intermediate storage) ..... US 375.00 Minimum  
(Based on Greater of volume or weight)
4. Cancellation of U.S. Customs Temporary entries ..... US 85.00 p/entry
5. Trucker waiting time (1<sup>st</sup> hour free)..... US 85.00 per/hour

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

***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.***

## D. Important Tariff Notes

1. The above tariff applies to each exhibitor and shipment.
2. All rates are based on volume or actual weight whichever is greater.
3. The above rates exclude all U.S. Customs duty, taxes and/or Merchandise Processing Fees, waiting time on show site, 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 the fairgrounds.
4. Unless prior arrangements have been made with our Phoenix 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 credit card, wire transfer, or company check. *Company checks drawn on foreign banks cannot be accepted.* A 4% processing fee is added to all credit card payments.
5. All merchandise brought into the exhibition center must be properly packed. Phoenix will not be held liable for damage caused due to poor packing.
6. Phoenix will invoice a 15% admin/outlay fee for any/all monies outlaid on behalf of the exhibitor. Minimum US 15.00
7. Rates do not include trucker waiting time while waiting onsite to be unloaded or loaded. Rates are invoiced at an hourly rate with 1st free.
8. Rates do not include chassis rental charges.
9. PIBL Terms and Conditions of service are available upon request.



**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		
<b>BILL TO PARTY:</b> <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>		
<p>* 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"/></p> <p>Is your company C-TPAT Certified ? YES <input type="radio"/> NO <input type="radio"/></p> <p>Have you shipped with this agent previously ? : YES <input type="radio"/> NO <input type="radio"/></p> <p><small>* Antidumping and Countervailing Duties (AD/CVD) Frequently Asked Questions   U.S. Customs and Border Protection (cbp.gov)</small></p>		
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**

**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: rhowell@phoenixlogistics.com](mailto:rhowell@phoenixlogistics.com)

**China**

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

Contact: Kelly Huo  
Phone: [86]21 6124 0090 Ext. 316  
Fax: [86] 21 61240091  
[Email: kelly.huo@aptshowfreight.com](mailto:kelly.huo@aptshowfreight.com)

**Denmark & 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)

**France**

Global Exposition Services  
161, rue de la belle Etoile - Bâtiment 2A  
95943 ROISSY EN FRANCE

Contact: Mr. Jerome Perrin  
Phone: [33] 1-49195590  
Fax: [33] 1-49195599  
[E-mail: jerome.perrin@globalexposervices.com](mailto:jerome.perrin@globalexposervices.com)

**Indonesia**

PT. Vissasa Parama Nati  
Duta Garden Square Blok A.9  
Jl. Husein Sastranegara  
Tangerang 15124

Contact: Andi Mulyadi  
Phone: (62-21) 70767332 - 54370666  
Fax: (62-21) 54370566  
[Email: andi@vissasa.com](mailto:andi@vissasa.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)

**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: oracion.kristine@atn.com.ph](mailto:oracion.kristine@atn.com.ph)

**Portugal**

Ornofe Transítários, Lda.  
Via Carlos Mota Pinto, 74 - AU  
4470-034 Morcia - 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 Bin Zainolabiden  
Phone: 65-6499-8988  
Fax: 65-6499-8989  
[Email: ghani@aptshowfreight.com](mailto:ghani@aptshowfreight.com)

**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)

**South Africa**

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

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

**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)

**Taiwan**

Carrier Logistics Corp.  
5F., NO.249-1, SEC. 3 Zhong Xiao East Rd  
Taipai 10654, Taiwan, R.O.C.

Contact: Vera Yeh  
TEL: 886-2-8773 4747  
FAX: 886-2-8773 7545  
[Email: vera@carrier-logistics.com](mailto:vera@carrier-logistics.com)

**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)

**Turkey**

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

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, 3<sup>rd</sup> 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: Le.Huong@aptshowfreight.com](mailto:Le.Huong@aptshowfreight.com)