AMUSEMENT EXPO international

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Education: March 15-16 | Trade Show: March 17-18

International Shipping and U.S. Customs Guidelines

PIBL

PHOENIX INTERNATIONAL BUSINESS LOGISTICS, INC.

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A) **ISF (Importer Security Filing Form)**
B) **Import Freight Information Sheet**

INTRODUCTION

Phoenix International Business Logistics, Inc. (PIBL) has been appointed the Official International Freight Forwarder / U.S. Customs Broker for Amusement Expo International 2027.

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 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, 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 ensure 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 and 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.

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
C/O Amusement Expo Int'l / Booth # _____
Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109

Notify

Phoenix Int'l Business Logistics, Inc (PIBL)
Sherri Pelc
Phone: **702-575-4617**
Email: Spelc@phoenixlogistics.com

PIBL

IMPORT SECURITY FILING (10+2) Rule.

This information is needed 48 hours before shipment is loaded.

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

OCEANFREIGHT/AIRFREIGHT DEADLINES

Ocean Freight		
(FCL):	Port of Los Angeles	March 4, 2027
(LCL)	Port of Los Angeles	February 25, 2027
Air Freight:	Los Angeles Airport	March 3, 2027

To ensure timely delivery to the show site, we recommend that all shipments arrive in the U.S. by the above deadline dates. PIBL will not charge intermediate storage for air freight or LCL sea freight shipments that have arrived and are customs cleared within the above provided time frames. If you require a later arrival date, please contact the PIBL coordinator to discuss.

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 (see Forms section)
- Packing list in English (may be combined with the commercial invoice)
- Power of Attorney - available upon request. This is 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 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

FULL CONTAINER OCEAN SHIPMENTS

Containers arriving on the West 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 Las Vegas. The U.S. Rail system does not provide direct rail access into Las Vegas. Containers arriving from Europe via the U.S. East Coast should be booked via “Miniland Bridge” to Los Angeles, California. These shipments must terminate at the Los Angeles Container Rail Yard.

A marshaling yard has been established for the orderly management and drayage of containers to the show site 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. DOOR DELIVERY BY THE STEAMSHIP LINES DIRECTLY TO THE CONVENTION CENTER IS PROHIBITED.

For the purpose of ensuring containers are available for re-export, we ask that you notify Phoenix of any full container return shipments prior to arrival in Los Angeles. Availability of containers is limited and booking equipment is required 10 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 Phoenix’s contracted warehouse. These services will be invoiced to the Exhibitor’s account.

LESS THAN CONTAINER LOAD OCEAN SHIPMENTS

If you intend to engage 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 Las Vegas and U.S. Customs examinations at the port of arrival. These delays range from 6-12 days. Although PIBL cannot reduce the risk of U.S. Customs examinations, we can expedite the clearance process and delivery to Las Vegas – but only if the shipments are terminated at the U.S. port of arrival. We do not recommend shipping LCL shipments through to Las Vegas. Best results are obtained by terminating the shipment at the U.S. port of arrival.

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.

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$ 634.62) Sea & Air
Harbor Maintenance fee - .125% of FOB Value - (No maximum) Sea freight 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 Amusement Expo Int'l– Las Vegas, Nevada**)
* 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

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 Las Vegas. 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.

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**

IMPORTANT QUOTATION NOTES

1. PIBL quotes 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 showsite.

2. 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.

3. 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.

4. C.O.D./Collect fees/Oulays. Phoenix will invoice a 15% outlay fee for any/all monies outlaid on behalf of the exhibitor.

5. 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 1 hour free.

6. Container rates do not include chassis rental charges or storage charges

7. 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.		ON BOARD DATE	
SHIPPER REF NO.		COUNTRY OF ORIGIN	
MANUFACTURER NAME			
MANUFACTURER ADDRESS			
CONTAINER STUFFING LOCATION			
BUYER NAME			
BUYER ADDRESS			
SHIPPER NAME			
SHIPPER ADDRESS			
CONSOLIDATOR NAME			
CONSOLIDATOR ADDRESS			
IMPORTER OF RECORD		CONSIGNEE FEDERAL ID NO.	
ACTUAL OWNER OF GOODS			
HARMONIZED TARIFF			