

# california

## GIFT SHOW®

January 15 - 18, 2010

Los Angeles Convention Center and LA Mart

# International Freight Guidelines

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## PHOENIX

Phoenix International Business Logistics, Inc.

Port Elizabeth

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# 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 Phoenix to affect Customs clearance on your behalf, you must provide a company name under which Phoenix can prepare the permanent Customs entry. This company can either be a U.S. resident company or an overseas Non-resident company.

A. For a U.S. resident company acting as your representative, we will require the following information. Please also include a phone number and contact name.

1. Completed U.S. Customs Power of Attorney Form
2. Valid U.S. IRS/EIN number

B. For a Non-resident company we will require the following:

1. Completed U.S. Customs Power of Attorney Form.

We also kindly request you complete the attached *Import Freight Information Sheet* and return it, by facsimile, to the Phoenix International coordinating office.

Customs clearance will take approximately 2-3 days for the U.S. resident clearance and 3-4 days for the Non resident clearance. Every clearance processed under a non-resident Power of Attorney will be immediately flagged by Customs for exam. During this time the freight must remain under Customs supervision at the port of entry and under no circumstances be delivered to show site.

The Phoenix International coordinating office must be in possession of the Power of Attorney at least 8 working days prior to the freight's arrival. It is the exhibitor's responsibility to make available to Phoenix all appropriate documentation for Customs clearance. *Failure to do so will result in surcharges and/or late delivery to show site. Enclosed you will find a blank Power of Attorney form and a sample.*

Phoenix International cannot be held responsible for late/delayed delivery of freight due to the exhibitor's failure to follow the provided procedures.



# U.S./CANADIAN BORDER CROSSING CLEARANCES

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 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. Please contact them in advance to discuss document requirements.

## CONSIGNMENT INFORMATION

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

### Consignee

Name of exhibiting company

Booth # \_\_\_\_\_

C/O California Gift Fair

L.A. Convention Ctr

Los Angeles, CA 90015

### Notify

Phoenix Int'l Business Logistics, Inc

1201 Corbin Street

Elizabeth, NJ 07201

Attn: Sally Mulkeen

Phone 908.355.8900 Fax 908.355.8883



# OCEANFREIGHT/AIRFREIGHT DEADLINES

Ocean Freight: Long Beach

Air Freight: Los Angeles, LAX

To insure timely delivery to show site, we recommend that all shipments arrive at the sea/air port at least 10-12 working days prior to your scheduled show set up date. Phoenix will not charge storage for shipments arrived, cleared, and delivered to our warehouse within 15 days of show set up. However, Phoenix reserves the right to charge a 30% late surcharge for freight arriving within 4 working days of show set up and a 100% late surcharge for freight arriving on the day before or the day of the show. It is imperative that the coordinating Phoenix office be pre advised of all incoming shipments prior to the freight's arrival. Also, if the above deadlines cannot be met, please advise our office immediately so we can take the appropriate actions to insure delivery to show site.

## REQUIRED DOCUMENTATION

The following documents must be available for Customs clearance:

- Original Bills of lading or Airway bills
- Signed Commercial/Proforma invoices in English, giving exact commodity description, unit value and total value. Enclosed you will find a sample and a blank form.
- Signed Import Freight Information Sheet
- Packing list in English (Maybe combined with the commercial invoice)
- Power of Attorney
- 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, 2005 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 reexported.

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>

## 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 Phoenix in accordance with the description provided on your commercial invoice. All U.S. Customs and service fees invoiced by Phoenix must be paid prior to freight delivery to showsite.

Duty- Based on commodity description and rate of duty

Merchandise processing fee - .21% of FOB value (maximum USD\$ 485.00) Sea & Air

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

The following is an example of how you can describe exhibit merchandise on your commercial invoice.

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

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.



## PROHIBITED COMMODITIES

Certain commodities are prohibited from import into the United States. We strongly advise you refrain from shipping any items of clothing, especially T-Shirts, 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

Phoenix will advance funds on your behalf for expenses incurred upon arrival. However, a 15 % surcharge will be added to the outlay and the charges are expected to be paid prior to delivery of shipment to showsite unless prior arrangements have been made.

## INSURANCE

We strongly recommend your shipment be insured for the transport to the show, the duration of the show and the eventual return of your goods overseas. Phoenix can provide you with transportation insurance to cover loss or damage to your crated exhibit while in transit. If you require such coverage, please advise in writing the nature and value of your merchandise.



# Importer Security Filing (10 + 2)

International exhibitors attending trade shows in the U.S. now 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 putting their show in jeopardy because Customs can refuse to allow the cargo to be loaded at the point of origin, thereby delaying the shipment. 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 Phoenix or a Phoenix 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 (HTSUS)#
6. Consolidator name and address
7. Importer of record number
8. Consignee number
9. Country of origin of goods
10. Harmonized Tariff Schedule of the United States

To expedite the process, contact Phoenix or a Phoenix 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)

