



**March 25 – 28, 2010**  
**PIER 94 ON THE HUDSON RIVER**

# International Freight Guidelines

---



**PHOENIX**

Phoenix International Business Logistics, Inc.  
Port Elizabeth  
1201 Corbin Street  
Elizabeth, NJ 07201

Phil Hobson  
Tel 908-355-8900  
Fax 908-355-8883  
Email [phobson@phoenixlogistics.com](mailto:phobson@phoenixlogistics.com)

# TABLE OF CONTENTS

U.S. Customs Clearance Procedures & Power of Attorney Deadlines.....	2
Consignment Information .....	3
Ocean/Airfreight Arrival Deadlines .....	3
Required Documentation .....	4
Duty Free Qualifications .....	4
Importer Security Filing ( 10 + 2) .....	5
Restrictions on Wood Packaging Material .....	5
Outlays on Behalf of Exhibitors and Payment Conditions .....	6
Insurance .....	6
Deadlines and Tariff .....	7
Phoenix Documents... ..	

**Import Freight Information Sheet**

**Phoenix Worldwide agents**



# 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 (Contact Phoenix for the 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. (Contact Phoenix for the 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 U.S. residents and 3-4 days for the non resident clearances. 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 all required documentation for Customs clearance available to Phoenix. *Failure to do so may result in surcharges and/or late delivery to show site. Please contact Phoenix or our agent for a blank Power of Attorney form and instructions.*

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



# CONSIGNMENT INFORMATION

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

Consignee	Notify
Name of exhibiting company	Phoenix Int'l Business Logistics, Inc
Booth # _____	1201 Corbin Street
C/O Artexpo 2010	Elizabeth, NJ 07201
Pier 94	Attn: Sally Mulkeen
711 12 <sup>th</sup> Avenue	Phone 908.355.8900
New York, NY 10019	Fax 908.355.8883

# OCEANFREIGHT/AIRFREIGHT DEADLINES

Ocean Freight: Port of New York / New Jersey

Air Freight: Newark (EWR) or JFK Int'l Airport

To insure timely delivery to show site, we recommend that all freight arrive in New York/New Jersey prior to March 12, 2010. We strongly urge you to refrain from exporting shipments at the last minute. **Phoenix will not charge storage for air and LCL seafreight shipments arrived, cleared, and delivered to our warehouse within 30 days of show opening.** However, Phoenix reserves the right to charge a 30% late surcharge for freight arriving within 5 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 in New York/New Jersey. 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:

- Express release sea freight Bills of lading and/or Airway bills of lading
- 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.
- Completed Import Freight Information Sheet
- Packing list in English (Maybe combined with the commercial invoice)
- U.S. Customs Power of Attorney
- Any applicable documents, licenses, insurance certificates

# DUTY FREE QUALIFICATIONS

To qualify your art work for duty free status you must be considered by U.S. Customs as a recognized artist. Prior to export, please submit any/all information concerning the artist's status. This may include the artist's biography, history and sample photographs of work. After inspection of the documents and possibly of the freight, U.S. Customs will determine if duty free status is applicable.

Commercial/proforma invoices must include the following information.

- |   |
|---|
| <p><b>A. Name of Artist</b></p> <p><b>B. Title of Art Work &amp; if it is Framed or Unframed</b></p> <p><b>C. Dimensions of each piece</b></p> <p><b>D. Value of Art Work (Listed per work)</b></p> <p><b>E. Cast/Serial numbers must be included in the invoices.<br/>i.e., 1/10, 2/10 Etc.,</b></p> <p><b>F. Total Value of all pieces shipped</b></p> <p><b>G. Invoices must be in English</b></p> |
|---|



## 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, 2010 the Import Security Filing (ISF) rule, also known as the 10+2 rule will be fully enforced by U.S. Customs. 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
6. Consolidator name and address
7. Importer of record number
8. Consignee number
9. Country of origin of goods
10. Harmonized Tariff Schedule (HTSUS)#

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)

## 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 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. 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 no longer be required or accepted. Should you have any questions regarding the wood packing material of your exhibit, please consult your local Phoenix agent, in house freight forwarder, or packing and crating company. Phoenix can not be held responsible for non compliant WPM arriving in the U.S.



# OUTLAYS AND PAYMENT CONDITIONS

Phoenix will advance funds on your behalf for expenses incurred in New York. However, these charges are expected to be paid prior to delivery of shipments to showsite unless prior arrangements have been made with a Phoenix agent.

## INSURANCE

In our effort to best service our customers, we 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 us 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 Phoenix. 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 any insurance coverage you have arranged through others and not through us is sufficient, you are acknowledging the fact that Phoenix has not insured your shipment and has advised you of the liability limitation that will otherwise apply.



# DEADLINES & Tariff

## A. Time schedule

Latest date of arrival for Air/Ocean Freight: March 12, 2010

## B. Important scheduling notes

1. Phoenix is offering free storage for air and LCL seafreight shipments for a period of 20 days prior to show opening
2. Cargo arriving after the above stated deadline date would be charged a 30% surcharge plus trucker waiting time at airport and fairgrounds.
3. Due to the possibility of a high volume of return shipments, please allow additional time for exports from New York. Expedited export transportation services are available. However, this service must be requested in advance of show closing.

## C. Inbound charges

1. Terminal Handling charges and transfer of documents ..... As per outlay + 10%
2. Customs clearance, temporary or permanent ..... US 155.00 p/entry
3. Customs examination ..... as per outlay
4. Forwarding, shipping and attendance ..... US 40.00 p/shipment
5. Tel, Fax, Postage, Etc., /Messenger Service ..... US 75.00 p/exhibitor
6. Additional classifications (3 free) ..... US 5.00 each additional  
Additional invoice (1 free) ..... US 10.00 each additional
7. Pick up from Air/Ocean port, delivery to showsite ..... US 30.00 per 100 lbs  
(Incl. intermediate storage/Based on Greater of vol. or weight) US 210.00 Minimum  
(L x W x H inches / 166 = volume lbs)
8. Customs bond fee  
0.00 - 49,999 USD Value ..... US 7.50 per/USD 1,000.00  
50, 000 and above ..... US 5.50 per/USD 1,000.00  
Minimum ..... US 75.00  
(Bonds for shipment's valued over \$750,000 should be quoted separately)



## D. Outbound charges

Same as above # 5

Return Air/Ocean freight rates, terminal handling charges, field transfer and charges for special requests will be quoted on a case per case basis. Plus an \$85.00 export-handling fee for Airfreight shipments, \$150.00 handling fee for Sea freight shipments and a \$75.00 communication/onsite coordination fee per shipment.

## E. Important Tariff notes

1. After Customs clearance, shipments are picked up and returned to our contracted warehouse where they are held in storage until delivery to the showsite dock.
2. Phoenix's responsibility ends at showsite when delivering freight to the exhibition center dock. It resumes at the closing of the show after the shipment is loaded on the carrier of Phoenix's choice.
3. All rates are based on volume or actual weight whichever is greater.
4. Rates exclude trucker waiting time on showsite. First hour is free of charge, each additional hour is \$75.00 p/hour
5. 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, additional security charges when deemed necessary by Phoenix Management, and charges related to the movement of freight once it arrives on the fairgrounds.
6. 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 cash, American Express or Traveler's checks. *Company checks drawn on foreign banks cannot be accepted.*
7. All merchandise brought into the exhibition center must be properly packed. Phoenix will not be held liable for damage caused due to poor packing.
8. C.O.D./Collect return shipments: 10% of freight charges will be added to all C.O.D./Collect shipments.



# PHOENIX INTERNATIONAL BUSINESS LOGISTICS, INC.

TRADE SHOW / FINE ART DIVISION  
1201 CORBIN STREET  
ELIZABETH, NJ 07201  
PHONE: (908) 355-8900 FAX: (908) 355-8883

## **IMPORT FREIGHT INFORMATION SHEET**

<b>SHOW NAME:</b> <b>Art Expo New York – March 25 – 28th, 2010</b>		
<b>EXHIBITOR:</b>		
<b>HALL NO:</b>	<b>BOOTH NO:</b>	<b>MOVE-IN DATE:</b>
<b>CONTACT(S) AT SHOW:</b>		
<b>DEFINITIVE OR TEMPORARY CLEARANCE:</b>		
<b>IMPORTER OF RECORD: Name and Address</b>	<b>BILLING PARTY:</b> _____ <b>EXHIBITOR</b> _____ <b>PHOENIX AGENT IN COUNTRY OF ORIGIN</b> (Confirmation required) _____ <b>OTHER: (Specify)</b> <u>Name and Address of Agent:</u>	
<b>Importer IRS#: _____ If available</b>	<b>Is your company C-TPAT Certified?: _____</b> <b>Have you shipped with this agent previously?: _____</b>	

### **PAYMENT CONDITIONS:**

Unless prior arrangements have been made with your local Phoenix 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 according to the deadlines provided in the shipping guidelines. A 30% surcharge may be assessed for shipments arriving within 5 working days of the exhibitor's move in date.

### **DELIVERY TERMS:**

Phoenix is only responsible for delivery of freight to show site dock.  
The designated drayage contractor is responsible for all onsite freight movements.  
Phoenix is not responsible for loss of freight while on show site.  
Phoenix will not accept collect freight unless advance arrangements have been made in writing.

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 Phoenix International Business Logistics, Inc which are available upon request

### **THANK YOU.**

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>PHOENIX USE ONLY:</b>
<b>NAME:</b> _____
<b>DATE:</b> ____/____/____

**PIBL**  
**WORLDWIDE NETWORK OF PARTNERS**

**Argentina**

**BTG Expotrans S.A. / Transpack Moving**  
**Azapardo 1345 (1107) Capital Federal**  
**Buenos Aires, Argentina**

**Contact: Laura Anchava**  
**Phone: [54] 11-4362-5030**  
**Fax: [54] 11-4362-5080**  
**E-mail: laura@btg-expotrans.com.ar**

**Austria**

**HS Art Service**  
**Grossmarktstrasse 6**  
**Wien, Austria A-1230**

**Contact: Brigitte Kieweg**  
**Phone: 43-1-61425-22**  
**Fax: [43] 1-61425-25**  
**E-mail: kieweg@hsartserviceaustria.com**

**China**

**Hansen Exhibition Forwarding Ltd.**  
**Unit 13, 13/F., New Commerce Centre**  
**19 On Sum Street**  
**Shatin, Hong Kong**

**Contact: Michael Kun**  
**Phone: [852] 236-72303**  
**Fax: [852] 236-904-79**  
**E-mail: michael@hansenhk.com**

**Canada**

**Phoenix International Business Logistics**  
**1201 Corbin St**  
**Elizabeth, NJ 07201**

**Contact: Josef Jocson**  
**Phone: 908-355-8900**  
**Fax: 908-355-8883**  
**Email: jjocson@phoenixlogistics.com**

**France**

**Global Exposition Services**  
**Roissy Charles de Gaulle, France 95723**  
**BP 10064**  
**3, rue du Té - BAT 3435**

**Contact: Jerome Perrin**  
**Phone: [33] 149-19-5590**  
**Fax: [33] 149-19-5599**  
**E-mail: globalxpo@wanadoo.fr**

**Germany**

**Schenker Deutschland AG**  
**Langer Kornweg 34E, 65451**  
**Kelsterbach, Germany**

**Contact: Mr. David Muggli**  
**Phone: [49] 6107 74-562**  
**Fax: [49] 6107 74-848**  
**E-mail: david.muggli@dbschenker.com**

**Italy**

**Fracassi**  
**11, Via S. Spirito**  
**Florence, 571049 – Italy**

**Contact: Massimo Fracassi**  
**Phone: [39] 055283597**  
**Fax: [39] 055214771**  
**E-mail: fracassi@fracassishipping.com**

**Korea**

**Expologis**  
**135-731 D-08, 2Floor, 159 Samsung Dong,**  
**Kangnam Gu, Seoul, Korea**

**Contact: Iris Kim**  
**Phone: [82]-2-6000-0081**  
**Fax : [82]-2-6000-0070**  
**E-mail : iris@expologis.com**

**Netherlands**

**Ligthart Douane & Logistieke Diensten**  
Molenstraat 131, 2712 XK  
Zoetermeer, Netherlands

**Contact: Frank Ligthart**  
Phone: [31] 793-160-599  
Fax: [31] 793-160-597  
E-mail: frank@ldld.nl

**Portugal**

**CVTRANS - Trânsitos & Transportes Lda**  
Travessa de Chãos Velhos, nº 216  
V.N. Gaia, Arcozelo, Portugal - 4410-443

**Contact: Candido Regal**  
Phone: [351] 227848533  
Fax: [351] 227846248  
E-mail: c.regal@cvtrans.pt

**South Africa**

**Agility Fairs & Events**  
Johannesburg, South Africa

**Contact: Kelly Honeywill**  
Tel.+27.11.396.1494/5  
Fax. +27.11.396.3221  
**Email: khoneywill@agilitylogistics.com**

**Spain**

**Universal Forwarding S.L.**  
Luxemburgo 3  
Madrid, 28820 - Spain

**Contact: David Cid**  
Phone: [34] 91 627 7028  
Fax: [34] 91 627 7030  
E-mail: dcid@ufmad.marmedsa.com

**United Kingdom**

**GBH Exhibition Forwarding Ltd,**  
10 Orgreave Drive  
Handsworth, Sheffield

S13 9 NR U.K.  
**Contact: Mark Saxton**  
Phone: [44] 114-269-0641  
Fax: [44] 114-269-3624  
E-mail: Mark@gbhforwarding.com

**Venezuela**

**EXPOTRAN, S.A.**  
Río Caura, Centro Empresarial Torre Humboldt  
Nivel Terraza, Oficina TE 09  
Prados del Este, Caracas, Venezuela

**Contact: Maria Carolina Perna**  
Phone: [58] 212 600.5970  
Fax: [58] 212 600.5977  
Email: cperna@expotran.com