



**March 22 –
25, 2012**

PIER 92 ON THE HUDSON RIVER

International Freight Guidelines



PIBL

Port Elizabeth

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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

Name of exhibiting company

Booth # _____

C/O Artexpo 2012

Pier 92

711 12th Avenue

New York, NY 10019

Notify

PIBL - 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: 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 10, 2012. As a result of increased Custom's exam of LCL (less than container load) sea freight shipments, we suggest these shipments arrive no later than March 5th. 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>A. Name of Artist</p> <p>B. Title of Art Work & if it is Framed or Unframed</p> <p>C. Dimensions of each piece</p> <p>D. Value of Art Work (Listed per work)</p> <p>E. Cast/Serial numbers must be included in the invoices.
i.e., 1/10, 2/10 Etc.,</p> <p>F. Total Value of all pieces shipped</p> <p>G. Invoices must be in English</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

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 10, 2012
LCL Seafreight shipments:	March 5, 2012

B. Important scheduling notes

1. Phoenix is offering free storage for air and LCL seafreight shipments for a period of 30 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 + 15%
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 35.00 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)
9. ISF filing fee for seafreight shipments US 65.00 p/shipment
10. ISF Bond fee US 100.00 p/exhibitor



D. Outbound charges

Same as above # 5 and #7

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..

E. Important Tariff notes

1. After Customs clearance, shipments are picked up and returned to our contracted warehouse where they are held 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.
9. A credit card transaction fee of 3.5% will be added to any invoices paid by credit card.



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

SHOW NAME: ArtExpo NY 2012 – New York, NY – March 22 - 25, 2012		
EXHIBITOR:		
HALL NO:	BOOTH NO:	MOVE-IN DATE:
CONTACT(S) AT SHOW:		
DEFINITIVE OR TEMPORARY CLEARANCE:		
IMPORTER OF RECORD: Name and Address	BILLING PARTY: _____ EXHIBITOR _____ PHOENIX AGENT IN COUNTRY OF ORIGIN (Confirmation required) _____ OTHER: (Specify) <u>Name and Address of Agent:</u>	
Importer IRS#: _____ If available	Is your company C-TPAT Certified?: _____ Have you shipped with this agent previously?: _____	

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 be in the port of destination 8-10 working days prior to the move in date. 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: ____/____/____

PHOENIX USE ONLY:
NAME: _____
DATE: ____/____/____

PIBL
WORLDWIDE NETWORK OF PARTNERS

Argentina

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

Contact: Laura Anchava
Phone: [54] 11-4363-9350
Fax: [54] 11-4363-9351
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

Integrated Fine Art Solutions
Unit 5C102, 5 Bldg., 258 West Song Xing Rd.
Baoshan District, Shanghai, 200940, P.R. China

Contact: David Muggli
Phone: [86] 136 6163 5723
Fax: [86].21.5302 2617
E-mail: david.muggli@ifas-asia.com

France

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

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

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

Germany

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

Contact: Mr. Klaus Mahr
Phone: [49] 6107 74-826
Fax: [49] 6107 74-848
E-mail: klaus.mahr@dbschenker.com

Italy

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11, Via S. Spirito
Florence, 571049 – Italy

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Fax: [39] 055214771
E-mail: f.ferri@fracassishipping.com

Korea

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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

Singapore

Rhema Events & Arts Services Pte. Ltd
No. 10 Changi South Street 3
#05-01, Tang Logistics Centre 486147

Contact: Ghazali Saad
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Fax: (65)678 51541
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Spain

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

Contact: Cristobal Cascante
Phone: 34 93 8713954
Fax: 34 93 8712211
E-mail: cristobal.cascante@itsfairs.com

South Africa

Micor

**P O Box 4496 Cape Town 8000
South Africa**

Contact: Chantal O'Shea

Phone: 27(021)380 6600

Fax: 27(021) 380 6651

[Email:chantal.oshea@micor.co.za](mailto:chantal.oshea@micor.co.za)

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

Total Viax

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Ofc. 15-F Los Palos Grandes
Caracas Venezuela**

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