



**March 22 –
25, 2012**

PIER 92 ON THE HUDSON RIVER

Domestic & Canadian Freight Guidelines



PIBL

Port Elizabeth

1201 Corbin Street

Elizabeth, NJ 07201 USA

Tel 908.355.8900 Fax 908.355.8883

PHOENIX INTERNATIONAL BUSINESS LOGISTICS, INC.

Canada and U.S. Shipping Inquires:

Lowell Wilkerson

Tel: 847.671.7355

Fax: 847.671.9798

lwilkerson@phoenixlogistics.com

DOMESTIC SHIPPING SERVICES

U.S. exhibitors in need of domestic trucking services and rates should contact the PIBL representative listed above. Our experienced staff provide the highest level of customer service when it comes to the transport of your exhibit. We will continuously update you on the progress of your shipment and work closely with show management to insure your shipment is picked up and delivered according to their move in and move out schedule. All exhibits must be professionally packed in crates to withstand the rigors of cross country trucking.

US/CANADIAN BORDER CROSSING SHIPMENTS

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 into the U.S. If your organization does not have an IRS number, PIBL can 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. The Importer of Record must be the name of the exhibitor or a distributor representing the exhibitor. Exhibitors anticipating problems with border clearances should contact PIBL well in advance of the shipment crossing the Canadian/U.S. Border. Please contact us in advance to discuss document requirements.

SPECIAL SERVICES

It is important to advise the PIBL representative, in advance of dispatching a truck to pick up your shipment, of any special requirements you may have. For example:

Do you have a loading dock ? If not, please inform us so we know to dispatch a truck with a lift gate.

Is an inside pick up required ? Please inform us if an extra man is needed to transfer the crates from within the building to the truck.

DEADLINES

U.S. shipments should be packed and available for pick up by: **March 8, 2012**

Canadian shipments should be packed and available for pick up by: **March 5, 2012**

PIBL staff will arrange for your shipment to be picked up and transported to our contracted warehouse in New Jersey where it will be stored until the move in date.

LABELING

Please label your shipments with the following information:

Artexpo New York 2012
Your exhibiting name & booth number
Pier 92
New York, NY

INSURANCE COVERAGE

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.

RETURN TRANSPORTATION OF EXHIBITION GOODS

After the close of the exhibition, Please make arrangements with PIBL for the return transportation of your exhibition goods to the country of origin or any other destination of your choice. Quotations may be obtained in advance by emailing your requirements to the above PIBL contact.

PAYMENT CONDITIONS

Invoices for services rendered on inbound movements are payable prior to delivery of freight to the exhibition center. PIBL accepts cash, American Express or traveler's checks.

TERMS AND CONDITIONS OF SERVICE

All business undertaken by PIBL is subject to the terms and conditions of service as recommended by the Freight Forwarders and Brokers Association, Inc. Text available upon request.