

## International Shipping Instructions

INTERNATIONAL  
ESTHETICS, COSMETICS, &  
SPA  
CONFERENCE  
New York  
March 7-9, 2010  
Javits Convention Center

**IBS**newyork  
INTERNATIONAL BEAUTY SHOW  
March 7-9, 2010  
Javits Convention Center • New York City  
[www.IBSnewyork.com](http://www.IBSnewyork.com)

### Official Customs Broker and Freight Forwarder

## Phoenix International Business Logistics, Inc.

1201 Corbin Street  
Elizabeth, NJ 07201  
Attention: Sally Mulkeen /Tel: 908.355.8900 Fax: 908.355.8883  
E-mail: [Smulkeen@phoenixlogistics.com](mailto:Smulkeen@phoenixlogistics.com)

Freight originating from cities outside the United States requires special consideration. The U.S. Customhouse Broker is available to advise the best methods of transportation and proper documentation. Please address all inquiries to the above individual.

### Customs Clearance Options

Phoenix can arrange to clear your merchandise through customs on a permanent duty paid entry or on a temporary (TIB) entry. TIB entries should only be utilized for high valued merchandise intended for re-export from the U.S. in the same condition in which they were imported. TIB merchandise entered into the U.S. and not exported is subject to U.S. Customs penalties and fines.

### U.S. / Canadian Border Crossings

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. Remember: no show materials = no show. Don't delay in making these arrangements prior to shipping your exhibit.

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.

### Documents Required (*Forward to Phoenix NJ*)

Original Bills of Lading / Commercial Invoice / U.S. Customs Power of Attorney / Import Freight Information Sheet. Power of attorney and Import Freight Information Forms are enclosed.

### Ocean Freight and Airfreight Shipments

It is imperative that all documents be issued in English only. Documents issued in other languages will be translated at the expense of the exhibitor.

The Commercial invoice must contain the following details:

- Complete name and address of the exhibitor
- Quantity of each description of merchandise
- Detailed description of merchandise
- Country of origin
- Individual and total price of each description
- Total value of shipment

All commercial invoices should mention that the shipment consists of exhibition goods to be exhibited at the show and whether the goods are for temporary or permanent importation. All goods which are being sold in the United States are subject to normal customs duty and taxes.

## **Transportation Services**

For information regarding export services from your location to New York, please feel free to contact one of the following Phoenix agents or contact Phoenix in NJ for the name and phone number of an Agent nearest you.

### **United Kingdom**

GBH Exhibition Forwarding Ltd,  
10 Orgreave Drive  
Handsworth, Sheffield S13 9 NR  
Contact: Mark Saxton  
Phone: [44] 114-269-0641 Fax: [44]142693624  
E-mail:Mark@gbhforwarding.com

### **Italy**

Expotrans  
Via Della Magliana, 1098  
Roma, Italy  
Contact: Alex Conte  
Phone: 39066-5004846 Fax:39066-5004870  
E-mail: info@expotrans.it

### **India**

Trans-Link Express (Pvt) India  
123, Udyog Vihar, Phase IV  
Gurgaon (Haryana)  
Contact: Mr. Ripudaman  
Phone: [91] 1242399273 Fax: [91] 242399272E-  
E-mail: translink@vsnl.com

### **France**

SDV Expo  
Zone De Fret 33 Rue Du Remblai  
Roissy CDG Cedex  
Contact: Laurent Canot  
Phone: [33] 1-49-19-1593 Fax: [33] 1-49-19-1591  
E-mail: [l.canot@sdv.com](mailto:l.canot@sdv.com)

### **Hong Kong & China**

Hansen Exhibition Forwarding Ltd.  
Unit-13,13/F New Commerce Centre  
19 Onsum Street,Shatin Hong Kong  
Contact: Michael Kun  
Phone: 852-2367-2303 Fax: 852-2369-0479  
E-mail:michael@hansenhk.com

### **Spain**

International Trade Shows S.A. (ITS, S.A.)  
AVDA. Eduard Corbella, 86-88  
Cardedeu (Barcelona)08440 – Spain  
Contact: Mrs. Marta Revell  
Phone: [34] 93-871-3954 Fax: [34] 93 871-2211  
E-mail: marta.ravell@itsfairs.com

### **South Africa**

Krew Translink IEL Pty Ltd  
150 Rhodes Bldg 1st Floor  
St. Georges Mall  
Cape Town, South Africa 8001  
Tel: [27] 113-961-495 / Fax: [27] 113-963-221  
E-mail: [yolanda@translink.co.za](mailto:yolanda@translink.co.za)

### **Canada**

Phoenix International Business Logistics, Inc.  
1201 Corbin Street  
Elizabeth, NJ 07201  
Contact: Josef Jocson  
Phone: 908-355-8900 Fax: 908-355-8883  
E-mail: [jjocson@phoenixlogistics.com](mailto:jjocson@phoenixlogistics.com)

## **Consignee & Notify Parties *Consign & Notify both Air and Ocean Shipments as follows***

Consignee:	Name of Exhibitor/Booth#	Notify Party:	Phoenix Intl Business Logistics, Inc.
	Name of Show		1201 Corbin Street
	Jacob Javits Center		Elizabeth, NJ 07201
	655 West 34th Street		ATT: Sally Mulkeen / 908 355 8900
	New York, NY 10001		

*All documents such as invoices and packing lists should accompany air shipments and must arrive with the freight.*

## **Return Transportation of Exhibition Goods**

After the close of the exhibition, Phoenix's *Trade Show Staff will be onsite* at your disposal to take instructions 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 from Phoenix by faxing them your requirements.

## **Payment Conditions**

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

## **Terms of Freight Acceptance**

All freight shipments must be shipped to the U.S. on a prepaid basis.

## **Terms and Conditions of Service**

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

## **Terms of Delivery / Deadlines for Arrival in U.S.**

In order to assure timely delivery to showsite, freight and documents must arrive in the U.S. between 8 -10 days prior to your move in date. A late surcharge will be applied to all shipments arriving within 5 working days of the show set-up.

## **Regulations regarding food, beverages or goods for human / animal consumption:**

U.S. Customs and FDA have recently implemented new regulations and guidelines. Prior to shipping any food or beverage related products for human or animal consumption to the U.S. , it is mandatory that you check with Phoenix Intl Business Logistics. Failure to do so may result in delays and possible FDA seizure of the freight.

## **Marking**

To insure timely delivery to your stand, all cases should be marked as follows:

Name of Exhibitor  
Name of Show and Exhibition Center  
Booth number  
Piece #1 /up

## **Restrictions on Wood Packing 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 packaging 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>

## **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
6. Consolidator name and address
7. Importer of record number
8. Consignee number
9. Country of origin of goods
10. Harmonized Tariff number

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)

Please contact Phoenix directly with any questions.