

General Instructions & Guidelines Importation of Exhibition Materials

ARRIVAL DEADLINES FOR INTERNATIONAL SHIPMENTS

	MUST ARRIVE BY:
OCEAN FREIGHT – LCL	18-20 business days prior to delivery
OCEAN FREIGHT – FCL	14-15 business days prior to delivery
AIRFREIGHT	10 business days prior to delivery

Shipments arriving after than the deadlines above may require special expedite processing and delivery. In this instance, a 25% surcharge will be assessed on all line items.

Airfreight shipments must be shipped under a MAWB with a HAWB per entry type. Temporary cargo must be packed and shipped separately from permanent items.

CONSIGNEE AND NOTIFY INSTRUCTIONS: AIRFREIGHT

MAWB:

Consignee
Three Way Logistics
42505 Christy Street
Fremont, CA 94538
Tel: 951-621-3138
Email: imports@threeway.com

HAWB

Shipper
ATA-Carnet holder

Consignee
ATA-Carnet holder
c/o Gaylord Rockies Resort & Conv. Center
6700 N Gaylord Rockies Blvd
Aurora, CO 80019

Notify
Three Way Logistics
Tel: 951-621-3138
Email: imports@threeway.com

AIR DOCUMENTATION

All documentation will need to be sent to us prior to departure from origin. The following air import documents are required:

*Airway Bill (AWB)	one copy
Commercial Invoice	one copy
Packing List	one copy
Power of Attorney (POA)	one copy
FCC / FDA Forms	one copy if required
Lacey Act Wood Form	one copy if required
ATA-Carnet	one copy if applicable (original sent with Airway Bill)

*If a Master Airway Bill and House Airway Bill is issued we need a copy of each Airway Bill.

**Note: consolidated shipments require the above mentioned documents per each shipper/exhibitor.

ISF FILING (10+2 IMPORTER SECURITY FILING)

All documents for ISF Filing need to be sent to us 3-4 days prior to vessel sailing. The following ISF Filing documents are required:

ISF Filing Form	one copy
Commercial Invoice	one copy
Packing List	one copy
Bill of Lading draft	one
copy Power of Attorney (POA)	one
copy	
ATA-Carnet	one copy if applicable

*Note: consolidated shipments require the above mentioned documents per each shipper/exhibitor.

ISF

10+2 Importer Security Filings are now mandatory for any ocean shipments entering the United States through any US Seaport. On July 9, 2013 CBP (US Customs and Border Protection) will begin full enforcement of ISF (Importer Security Filing), and will start issuing liquidated damages against importers and carriers for ISF non-compliance. Failure to comply with 10+2 ISF rules could result in your shipment being delayed and subject you to heavy penalties for late and/or inaccurate data filing. ISF form must be filed 4 days prior to vessel sailing. Forms available upon request.

CBP may issue liquidated damages of \$5,000 per violation for the submission of an inaccurate, incomplete or untimely filing. Liquidated damages in simplified terms refer to a penalty secured by a bond. If goods for which an ISF has not been filed arrive in the U.S., CBP may withhold the release or transfer of the cargo. For carrier violations of the vessel stow plan requirement, CBP may refuse to grant a permit to unlade for the merchandise.

Additionally, noncompliant cargo could be subject to further inspection on arrival.

OCEAN DOCUMENTATION

All documents need to be sent to us prior to departure from origin

*Bill of Lading (BL)	one copy
Commercial Invoice	one copy
Packing List	one copy
Power of Attorney (POA)	one copy
FCC / FDA Forms	one copy if required
Lacey Act Wood Form	one copy if required
ATA-Carnet	original if required sent via courier

*If a Master Bill of Lading and House Bill of Lading is issued we need a copy of each Bill of Lading.

**Note: consolidated shipments require the above mentioned documents per each shipper/exhibitor.

CONSIGNEE AND NOTIFY INSTRUCTIONS: UPON REQUEST

COMMERCIAL INVOICE & PACKING LIST

Commercial invoices and packing lists can be combined as one document if they clearly indicate quantity, description and value of each item shipped as well as weight and dimensions of each package in the shipment.

Commercial invoices / packing lists must include the following:

- A detailed description of goods in English
- Quantity of each item
- Fair market value
- Currency used on the invoice
- Weight and dimensions of each package
- Country of origin
- BTN (Brussels Tariff Number) or International Harmonized Code
- Type of clearance: Temporary or Permanent
- The name and signature of the person preparing the invoice

IMPORTANT: We cannot make customs entry on shipments where invoices indicate general descriptions such as “Exhibit Materials”, “Office Supplies” or “Giveaways”. Nor can we make entry on invoices that indicate lump sum values only. In these instances entry will be delayed until detailed invoices are obtained from the shipper. Please follow the instructions above to avoid delay and additional expense.

Temporary Imports and Permanent Imports should be packed and invoices prepared separately.

FDA and FCC forms are available upon request. FDA is required for any items that emit radiation. These include items such as monitors (cathode ray tubes), lasers, DVD players and CD players. FCC is required for items that transmit radio frequency. These include items such as radios, speakers, televisions and microwaves.

RESTRICTED ITEMS

Many commodities are subject to additional controls by US Governmental Agencies. The following are some examples of items that require additional documentation or licenses. Weapons, munitions, military equipment, radiation emitting devices, animal products, cosmetics, foodstuff, alcohol, and medical equipment. Please contact us for additional instructions if you intend to include any of these items in your shipment.

METHOD OF ENTRY

- Permanent [Consumption] – Duty Paid: Customs duties are assessed and paid immediately
- T.I.B (Temporary Import Bond) Allows duty free entry for all merchandise for this event. Please note that stand material cannot be entered as a T.I.B.
- ATA Carnet: May be used in place of T.I.B. but the goods must be re-exported. Note: the only way to clear standing building material temporarily is with an ATA-Carnet. Without an ATA-Carnet US Customs will process the import as a permanent entry and duties may be applicable.

MARKS AND PACKING (IPPC)

In order to withstand handling by international carriers, local trucking companies and drayage contractors, all cases must be securely packed. Reusable, heat treated crates are recommended if the goods will be re-shipped at the close of the exhibition. Note, for deliveries to advance warehouse, the goods must be crated or palletized or the advance warehouse will refuse receiving the cargo and additional charges may apply. Wood packaging must have the IPPC mark (stamp). Non-compliance could result in confiscation of the cargo or immediate re-export.

MOVE-OUT INSTRUCTIONS

On the last day of the exhibition, if you have not received a Drayage Bill of Lading (Short Form) / Material Handling document (MHA) from the General Contractor, please go to their Service Desk to obtain the document. Complete the Material Handling Form and **indicate 3-WAY LOGISTICS as the CARRIER**. Please also write on the instructions or across the form the statement "HOLD FOR PICK-UP BY 3-WAY LOGISTICS". The Material Handling document must contain accurate piece count, but an estimate is acceptable for the weight. All freight must be packed and labeled with your company name and destination address. If the Drayage Service Desk is unable to provide you some labels you may use your own company labels, any generic labels or any regular paper secured with clear tape. Upon completion of the Material Handling document, it **MUST BE RETURNED TO THE SERVICE DESK PRIOR LEAVING THE EXHIBITION SITE**. The Drayage Company/General Contractor will not release your freight without this document completed and returned.

INSURANCE

Exhibitors are highly recommended to carry an all-risk insurance policy for their goods from point of origin through to final destination. Policies are available from your local shipping agent or your corporate insurance company. We cannot accept any liability for merchandise once it has been handed over to the drayage contractor on the move-in or until it has been reloaded on to our vehicle at the close of the show. While we will do its best to ensure the safety of your goods, we strongly recommend having adequate round trip insurance.

SELLING OF GOODS

Goods under T.I.B. or ATA-Carnet entry must be re-exported. Otherwise, duties, taxes and penalties may be applicable.

PAYMENT OF CHARGES

For payment of invoices, we accept credit card, or bank wire transfer. Exhibitors who desire to have their charges billed to a third party must provide us with prior written instructions which include full details of the responsible party.