

# KUEHNE+NAGEL

apparelsourcing  
INSTRUCTIONS FOR INTERNATIONAL SHIPPING  
AND U.S. CUSTOMS CLEARANCE  
July 13-15, 2010  
JACOB K JAVITS CONVENTION CENTER  
NEW YORK, NY

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## OFFICIAL U.S. CUSTOMS BROKER and FREIGHT FORWARDER

International shipments are not covered in the Domestic Freight portion of this kit and require direct communication with Kuehne + Nagel. All merchandise imported into the United States must be cleared through U.S. Customs and is subject to examination; prior to release. Kuehne + Nagel is available to provide the best method of transportation to the exhibition. Kuehne +Nagel will maintain a staff at the show, to attend to all details, including documentation and arrangements for exportation at the conclusion of the Show.

### SITE REPRESENTATIVE:

Kuehne + Nagel's contact person for the **apparelsourcing** is Debbie Amrein, who will be available on site throughout the exhibition and at the close of the Show, to arrange forwarding of your exhibition goods. A Kuehne + Nagel representative will be available at the Exhibitor's Service Center to answer questions and assist with problems. KN Expo personnel will be in contact with the general service contractor and Show Management

Debbie Amrein  
TEL: 410-412-7271  
FAX: 410-412-7327  
E-mail Address: [Debbie.amrein@kuehne-nagel.com](mailto:Debbie.amrein@kuehne-nagel.com)

### CONSIGNMENT INSTRUCTIONS:

**EXHIBITOR'S COMPANY NAME AND BOOTH NUMBER**  
C/O apparelsourcing  
Jacob K Javits Convention Center  
655 W 34<sup>th</sup> Street  
New York, NY 10001

Show the Notify Party as:

**KUEHNE + NAGEL, INC.**  
ATTN: Debbie Amrein  
410-412-7271

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## DOCUMENTATION:

A Commercial Invoice / Packing List will be required, providing a complete description including weights, dimensions and values for each line item. Please complete this form in ENGLISH and ensure it is TYPEWRITTEN. See special notes, under Commodity Classification, in these instructions. The Commercial Invoice should be consigned to:

Exhibitor's Company Name      Booth Number (fill in the number)

**c/o apparelsourcing**

Jacob K Javits Convention Center

655 W 34<sup>th</sup> Street

New York, NY 10001

An Information Sheet is enclosed, which must be completed and returned with Invoices.

A Customs Power of Attorney form will also be required, if this will be your first time shipping with Kuehne + Nagel. Your Show Coordinator will advise you and provide this form to you.

## SEA and AIR FREIGHT

Forward the following documents to Kuehne + Nagel, at the above address; prior to arrival of your shipment in New York. Please fax one (1) copy of each of the following documents to Kuehne + Nagel at (410) 412-7327 one (1) week prior to the arrival of your shipment.

- Two (2) originals and two (2) copies of the bill of lading (Sea Freight only)
- One (1) copy of the airway bill (Air Freight only)
- Four (4) Commercial Invoices / Packing Lists typed in the English Language
- One (1) original and one (1) copy of any document specifically required for import; (Health Certificate, Certificate of Origin, Import Permits, etc.)
- Non-Perishable only: One (1) copy of catalogs or brochures with complete information and description of arriving products.

**INSURANCE:** General transport insurance is NOT sufficient to cover exhibition shipments. It is highly recommended, to obtain appropriate insurance to cover all related losses, due to disasters from all possible accidents or delays.

**PACKING and MARKING:** All crates, cartons, cartons, etc., must be marked as follows:

**“EXHIBITOR’S COMPANY NAME”**

**c/o: apparelsourcing**

**JACOB K JAVITS CONVENTION CENTER**

**655 W 34<sup>TH</sup> STREET**

**NEW YORK, NY 10001**

**BOOTH NUMBER: \_\_\_\_\_**

**MANUFACTURED IN (fill in the Country)**

**PIECE NUMBER 1 OF \_\_\_\_\_ (Example: 1 of 2, 2 of 2)**

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## **WOOD PACKING MATERIAL REQUIREMENTS:**

Regardless of Country of Manufacture, all solid wood packing material including crates, pallets, and blocking and bracing material must be treated and stamped; prior to arrival in the USA. In cases of non-compliance, the WPM (Wood Packing Material) will be subject to immediate export, along with the accompanying cargo. For further information, please go to <http://www.aphis.usda.gov/ppq/wpm/import.html>

## **COMMODITY CLASSIFICATION:**

If the TSUSA (Commodity Classification Numbers) are known, please indicate them on the Commercial Invoice form. By doing this, KN can ensure appropriate Duty rates have been applied.

## **IMPORTER OF RECORD:**

If you are a non- U.S. Company and do not have a U.S. Federal Tax ID# and have imported into the U.S. before you must speak with your previous customs broker to obtain your Foreign Importer Assigned Number. This number will be required to enter your goods with U.S. Customs. Without this number there will be delays in filing your customs entry.

## **TYPES OF U.S. CUSTOMS ENTRIES:**

- A. **PERMANENT IMPORTATION:** Any items that are imported, which will remain in the USA, are subject to any applicable Duties and Taxes. Duties, along with other Kuehne + Nagel charges, must be paid before the show begins. Samples may be sold, given away, returned to the country of origin, or shipped to a different destination. All items, including Brochures, are subject to Duty.
- B. **TEMPORARY (ATA CARNET OR T.I.B.) IMPORTATION:** Any items that are imported, on a temporary basis into the USA, are under a Customs Bond and must be re-exported within one (1) year of import. Any items that are not exported, by the end of that 1 year period, are subject to Customs Penalties, which are equal to double the Duty plus Liquidated Damages.

## **PAYMENT TERMS:**

All Kuehne + Nagel Invoices are due and payable, prior to the delivery of goods to the exhibition site. Exhibitors shipping with Kuehne + Nagel branches worldwide may take advantage of credit offered through these offices.

In order to avoid any delays, with the delivery of goods to the show, it will be necessary for each exhibitor to either establish credit with a Kuehne + Nagel office, or have an American Express Credit Card on file with Kuehne + Nagel. If neither of these avenues is available to you, please be in contact with your KN Show Coordinator, to make alternative arrangements.

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## **DEADLINES:**

Deadline for arrival of sea freight at New York port...June 28, 2010

Deadline for arrival of air freight at JFK Airport.....July 5, 2010

Shipments can arrive earlier without incurring penalties. Earlier is better.

**Important new security information for seafreight on  
next page.**

# 10+2 Importer Requirements Document

Effective January 26, 2010

The U.S. Department of Homeland Security has introduced new requirements for sea freight destined for the United States. The *Importer Security Filing* ISF requires maritime cargo importers (Foreign Exhibitors) to submit specific data to U.S. Customs and Border Protection (CBP) 24 hours before vessel sailing. The ISF filing must be made at the lowest bill of lading number, which CBP defines as the house bill of lading, if a house bill has been issued, on a single vessel. ISF filings must use the same bill of lading number that is filed in Ocean AMS (U.S. Customs Automated Manifest System.) AMS filings are done for all shipments put on any mode of transport to the U.S. other than truck.

The rule also requires Exhibitors or their Distributors submit an Importer Security Filing (ISF) with EIGHT data elements, no later than 24 hours before the cargo is laden aboard a vessel destined for the United States.

- Seller (requires company name, address 1, city, state, zip) Exhibitor or Manufacturer
- Buyer (requires company name, address 1, city, state, zip) Exhibitor (U.S. or Foreign)
- Importer of record number (typically your IRS # or Port Assign # for Non-U.S. Companies)
- Consignee number(s) (typically your IRS # or Customs assigned #)
- Manufacturer (or supplier) (requires company name, address 1, city, state, zip)
- Ship to party (requires company name, address 1, city, state, zip) Complete Address Convention Center
- Country of origin of Each Item
- Commodity Harmonized Tariff Schedule of the United States (HTSUS) number for each item on the Invoice(6-digits, unless a combined ISF and entry or ISF and FTZ admission is filed, in which case the HTSUS number must be filed at the 10-digit level). In other words, goods must be pre-classified by shipper prior to loading.

CBP requires a power of attorney and continuous entry bond to file an Importer Security Filing on another's behalf. You will be invoiced for the filing and the bond for the ISF in addition to your customs clearance.

The ISF will also need to include two data elements that must be submitted as early as possible, but no later than 24 hours prior to the ship's arrival at a U.S. port. These data elements are:

- Container stuffing location; and
- Consolidator.

**FAILURE TO COMPLY WITH THE 10+2 REQUIREMENTS WILL RESULT IN A PENALTY OF \$5000.00 PER INCIDENT TO THE EXHIBITOR DIRECT FROM U.S. CUSTOMS.**

Exhibitors moving Cargo through Kuehne + Nagel, Inc., will have the ability to present all required filings seamlessly through the KN System. For additional information, please contact your local Kuehne + Nagel, Inc. representative or alternatively [www.cbp.gov](http://www.cbp.gov) and questions may be sent to [Security\\_Filing\\_General@cbp.dhs.gov](mailto:Security_Filing_General@cbp.dhs.gov).

# KUEHNE+NAGEL

## SCHEDULE OF RATES

These rates are for services rendered in the U.S. only. All international freight may be arranged and rates negotiated in each exhibitor's home country.

### U.S. CUSTOMS ENTRY SERVICE

U.S. Customs Entry /Permanent.....	\$100.00 per entry
ATA Carnet or T.I.B.....	\$95.00 per entry
Additional Invoices (over 5).....	\$8.00/Invoice
Additional Classifications (over 5).....	\$5.00/classification

### CUSTOMS BOND

Single Entry Bond.....	\$4.50 for each \$1000 Value.
Minimum Per Entry.....	\$65.00

### FREIGHT FORWARDING SERVICES

Customs Examination & Transport to Exam Site.....	As per outlay
KN On-Site Supervision.....	\$125.00 per entry
Custom Messenger .....	\$45.00/entry
Terminal Handling.....	\$.15/kg + \$40.00 min. \$85.00
Kn Security fee	\$50
Duty and Customs Fees Charged at Actual	
Late Fees for shipments arriving (3) or more days, past our deadlines; without our prior approval, .....	\$200.00 per entry

### OUTBOUND CHARGES

U.S. Customs may require that, merchandise be inspected, prior to re-export or delivery to the final U.S. Consignee. If a Customs Examination is required, the charges for this service will be invoiced as actually incurred.

The fees for export services are as follows:

Export Forwarding.....	\$ 90.00
Export Handling and Documentation.....	\$100.00
Customs Messenger.....	\$ 45.00
KN security fee .....	\$50.00
KN On-Site Supervision and Attendance..	\$125.00

Ocean, Air or Truck freight, as required, at actual or in accordance with negotiated rates with carriers per contract.

Payment: All charges invoiced by Kuehne + Nagel, including ocean, air, inland freight, custom clearance, duties and exportation handling fees must be paid to Kuehne & Nagel prior to the close of the exhibition. All other outstanding charges must be paid before the last day of the exhibition and equipment will not be released from Kuehne + Nagel unless invoices have been resolved.

The above rates do not include any airport or seaport transfers, terminal charges, storage charges at the port/airport, local transportation, special messengers, U.S. customs overtime work or Saturday/Sunday surcharges.

\*\*Rates, charges and rules quoted are subject to change with or without notice, in accordance with carriers' rates' and rules policy. Rates charges and rules in effect at the time of the shipment will apply. \*\*

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## INFORMATION SHEET apparelsourcing

Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ E-mail: \_\_\_\_\_  
\_\_\_\_\_ Hotel: \_\_\_\_\_

Person at Show: \_\_\_\_\_ Mobile / Cellular Number \_\_\_\_\_

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PLEASE FAX THIS FORMAT COMPLETED TO Debbie Amrein 410-412-7327

We anticipate shipping the following:

\_\_\_\_\_ No. of Pcs. \_\_\_\_\_ Kilos via \_\_\_\_\_ Ocean \_\_\_\_\_ Air

Note: Any goods left on show floor unpacked and/or without instructions will be removed at exhibitor's expense and without liability on Kuehne + Nagel's behalf.

We hereby agree to the TERMS AND CONDITIONS OF SERVICE OF KUEHNE + NAGEL, INC. It is understood that receipt of cargo at a Kuehne + Nagel consolidation point constitutes acceptance of the enclosed tariff rates. We further understand all freight delivered after the deadline will be assessed a late shipment surcharge and is not guaranteed to be delivered on time to the exhibition.

### **METHOD OF PAYMENT \$ AND TERMS**

Please indicate below the method of payment you will be using.

1- Type of Credit Card: \_\_\_\_\_

Account Number: \_\_\_\_\_

Expiration Date : \_\_\_\_\_

Signature : \_\_\_\_\_ Print Name: \_\_\_\_\_

Title : \_\_\_\_\_ Date : \_\_\_\_\_

2- Credit has been established with Kuehne & Nagel office in: \_\_\_\_\_

We understand payment is due before goods are delivered to show site and/or before goods are released upon return from show. **YOU MUST BE PREPARED TO PAY WITH EITHER A CREDIT CARD OR ESTABLISH CREDIT THROUGH A KUEHNE + NAGEL OFFICE.**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

"Please note: duties, taxes, airport storage charges and any other unknown outlays at the time of shipping will be additionally billed to the exhibitor."