

## Official Customs broker and Int'l Freight Forwarder

SEMA November 1-4, 2011

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### HOMELAND SECURITY AND YOUR EVENT

All merchandise imported into the United States must be cleared through U.S. Customs and Border Patrol (CBP) and is subject to examination prior to release. Homeland Security Regulations are constantly changing and failure to adhere to all requirements will result in the delay or failure of your exhibits and equipment to enter the Customs Territory of the USA. Kuehne + Nagel, Inc has been appointed **OFFICIAL U.S. CUSTOMS BROKER AND INTERNATIONAL FORWARDER** for the SEMA Show '11 and is available to assist in providing the best method of transportation to the exhibition. Kuehne + Nagel, Inc maintains a full time exhibition staff to attend to all details, including documentation and arrangements for exportation at the conclusion of the Show.

### KN WORLDWIDE & SITE REPRESENTATIVE

Kuehne + Nagel has over 900 offices worldwide, we recommend that you ship with your local K + N office.

Kuehne + Nagel's contacts for The SEMA Show 2011 are Armin Zertor and Lyndon Labasan. Both will be available at show site throughout the exhibition, and at the close of the show to arrange forwarding of your exhibition goods. The Kuehne + Nagel representatives will be available to answer questions and assist with issues involved in the shipping of your goods before, during and after the show and to attend to all required documentation and transportation needs. Please feel free to contact:

[armin.zertor@kuehne-nagel.com](mailto:armin.zertor@kuehne-nagel.com)

[lyndon.labasan@kuehne-nagel.com](mailto:lyndon.labasan@kuehne-nagel.com)

**CONSIGNMENT INSTRUCTIONS:** All shipments must be consigned as follows.

#### CONSIGN OCEAN BILL OF LADING OR AIRWAY BILL TO:

**LAS VEGAS CONVENTION CENTER**

**3150 PARADISE ROAD**

**LAS VEGAS, NEVADA 89109**

**The SEMA Show 2011**

**EXHIBITOR NAME**

**EXHIBITOR BOOTH NUMBER**

#### NOTIFY PARTY:

**KUEHNE + NAGEL, INC.**

**5353 IMPERIAL HIGHWAY**

**LOS ANGELES, CA 90045**

**ATTN; LYNDON LABASAN**

Send copies of all documents at least seven (7) days in advance of good arriving U.S. to Lyndon Labasan by email to [lyndon.labasan@kuehne-nagel.com](mailto:lyndon.labasan@kuehne-nagel.com)

Or by fax to 310-645-2320 telephone: (310) 258-8120.

***IMPORTANT \*\*PLEASE ENSURE FCL OCEAN FREIGHT GOODS ARE BOOKED ON A THROUGH BILL OF LADING TERMINATING IN LOS ANGELES WITH CHASSIS. PLEASE ENSURE THE FCL BOOKING ALLOWS WAIVER OF ALL CHASSIS RENTAL AND DEMURRAGE AND ENSURE 15 DAYS FREE TIME WITH SS LINE AND ARRIVAL PIER. NEGOTIATING ADDITIONAL FREE TIME WILL DECREASE THE CHARGES PAYABLE TO THE SS LINE CONSIDERABLY.\*\****

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## **PACKING and MARKING**

All crates must be marked as follows:

“YOUR COMPANY NAME”  
C/O: The SEMA Show 2011  
BOOTH NO.: \_\_\_\_\_  
LAS VEGAS CONVENTION CENTER  
LAS VEGAS, NV.  
MADE IN (COUNTRY OF ORIGIN)  
NO. 1 OF \_\_\_\_\_ AND UP

## **DOCUMENTATION**

A Commercial Invoice/ Packing List, In English, must be provided with a description and value for each item on the invoice. Please provide Harmonized Tariff numbers of all goods. **The Statement No Value For Customs is NOT ACCEPTABLE.** Please complete this form in English and provide four (4) copies all bearing original signatures.

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

### **10+2 REQUIREMENT – (ISF)\*\*\*\*PRIOR TO VESSEL SAILING\*\*\*\***

Customs and Border Protection (CBP) is enforcing a new law which mandates that 10 pieces of data must be transmitted to CBP prior to the vessel sailing the departure ocean port or they will fine the shipper USD 5000.00.

There is an ISF form at the back of the information or available from KN. It must be completed in full and must be emailed to KN at least three days prior to the vessel sailing. A Customs Power of Attorney must accompany the ISF allowing K+N to engage in Customs (CBP) activities and documentation.

### **\*\*\*\*PLANTS OR PLANT PRODUCTS\*\*\*\* THE LACEY ACT**

The U.S. Department of Agriculture recently amended the Lacey Act. The Lacey Act's Purpose is to prevent trade in wood products produced from illegally harvested lumber. You must declare the source and country of any wood used in either your products or your wooden packing cases.

The required forms and information can be found at:

[www.aphis.usda.gov/plant\\_health/lacey\\_act/index.shtml](http://www.aphis.usda.gov/plant_health/lacey_act/index.shtml)

To determine if your commodity requires issuance of any specific & appropriate forms, you may check the Harmonized Tariff Schedule no. of the commodities at:

<http://www.usitc.gov/tata/hts/>

## **CARGO INSURANCE**

General transport insurance is NOT sufficient to cover exhibition shipments. It is highly recommended that exhibitors obtain appropriate insurance to cover all related losses due to disasters from all possible accidents or delays to the exhibition cargo. It is recommended that you contact your insurance company to arrange insurance while your goods are on display at the trade show. K + N is able to arrange cargo insurance for you, please contact KN Los Angeles.

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## SEA and AIR FREIGHT

Forward the following documents to Kuehne + Nagel, Inc, at the above address, prior to arrival of the shipment in the port of Long Beach / Los Angeles. All shipments must be routed on a through bill of lading terminating in LOS ANGELES TERMINAL OR LOS ANGELES AIRPORT. Please fax one (1) copy of each of the following documents to Kuehne + Nagel at (310) 645-2320 OR Scan to [lyndon.labasan@kuehne-nagel.com](mailto:lyndon.labasan@kuehne-nagel.com) one (1) week prior to arrival of the shipment.

- Two (2) original 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 Invoice/Packing Lists in English  
The Commercial Invoice must have the HTS no. for each product, **no exception** Invoices that do not contain all HTS numbers are subject to rejection, extra delays and charges. You can find out the HTS at the website given under The Lacey Act
- One (1) original and one (1) copy of any document specifically required for import; (health certificate, certificate of origin, import permits, etc.)

## U.S. Customs Power of Attorney:

**If KN does not have an “Original valid” Customs Power of Attorney, the shipment cannot be cleared through U.S. Customs.** The Power of Attorney along with Commercial Invoices / Packing Lists are required by U.S. Customs and must accompany the shipment / documents. The new KNNA-US “Customs, Export and ISF” combined power of attorney and instructions have been posted to our public website at [http://www.kn-portal.com/locations/north\\_america/united\\_states/](http://www.kn-portal.com/locations/north_america/united_states/), under **Documents & Downloads** on the right hand side of the page. This is a fillable online, ready for printing, signing and dating by the grantor.

## PACKING

**The U.S.A. has instituted very strict requirements for any wood packaging, which includes also pallets and blocking used for full containers. If you will use any wood packaging for your shipment, it is imperative that you inquire with K + N Los Angeles. If your shipment does not follow the new guidelines, it is subject to immediate re-export at your expense. K + N will not be responsible for exhibitors not following the new guidelines.**

**U.S.Import Requirements for Solid Wood Packing Material – Updated January 2005**

**Effective 16 September 2005**

For specific information, please see:  
<http://www.aphis.usda.gov/ppg/wpm>

## DEADLINES

Deadline for arrival of sea freight at LOS ANGELES terminal October 18, 2011

Deadline for arrival of air freight at LAX airport October 21, 2011

Deadline for arrival of documents to Kuehne + Nagel's office 7 days prior to cargo.

If there is a problem meeting the deadlines, please contact KN for special arrangements.

## RESTRICTED COMMODITIES

**ALL FOOD STUFFS / DRINKS REQUIRE FDA REGISTRATION IN ACCORDANCE WITH THE U.S. GOVERNMENT BIO-TERRORISM ACT, THIS INCLUDES CANDY FOR GIVEAWAY IN THE BOOTH. IF YOU ARE NOT THE MANUFACTURER OF THESE ITEMS, WE SUGGEST YOU DO NOT SHIP THESE ITEMS AT ALL.**

**ALL TEXTILES, INCLUDING CAPS, T-SHIRTS, AND CANVASS BAGS ETC. MUST INCLUDE THE COMPLETE NAME , ADDRESS AND COUNTRY OF THE ORIGINAL MANUFACTURER, NOT THE STORE WHERE THE GOODS WERE PURCHASED. DO NOT SHIP T-SHIRTS MANUFACTURED IN CHINA OR RUSSIA, AS THESE ARE QUOTA ITEMS AND WILL NOT BE ALLOWED IN THE COUNTRY WITHOUT A VALID IMPORT LICENSE.**

**FLAMMABLE / HAZARDOUS ITEMS SHOULD NOT BE SHIPPED UNLESS THE GOODS ARE DECLARED IN ADVANCE OF SHIPPING FROM THE OVERSEAS WAREHOUSE. FAILURE TO DECLARE THE GOODS CAN RESULT IN THE GOODS NOT BEING CUSTOMS CLEARED AND NOT BEING ABLE TO BE DELIVERED TO THE SEMA SHOW AND / OR ADDITIONAL CHARGES.**

## TYPES OF U.S. CUSTOMS ENTRIES

**There are three types of Customs Entries available for The SEMA Show 2011**

All low value shipments generally will be cleared through U.S. Customs on a permanent entry. High Value shipments that will return to country of origin should be cleared either under a temporary importation or a Carnet is also recommended. Contact K + N for further details.

- A. **PERMANENT IMPORTATION:** Goods, which will remain in the U.S., are subject to any applicable duties and taxes. Duties are due along with other K + N charges prior to the start of the exhibition. Samples may be sold, given-away, returned to the country of origin, or shipped to a different destination. All items, including brochures are dutiable.
- B. **TEMPORARY IMPORTATION:** Goods imported on a temporary basis into the U.S. are under Customs Bond and must be re-exported within one (1) year of import. Goods not completely exported, by the close of the period, are subject to Customs penalties equal to double the duty plus Liquidated Damages.
- C. **ATA Carnet:** Goods arriving on an ATA Carnet will be cleared through U.S. Customs using the ATA document. Carnet must be in English and be properly executed on the Non-U.S. side. The goods can not be sold, destroyed or left in the United States and must be exported prior to expiration of the Carnet document. Failure to export within the required time period will result in fines and penalties being levied in the country where the Carnet has been established.

## PAYMENT TERMS

All Kuehne + Nagel, Inc invoices are due and payable prior to the delivery of goods to the exhibition site or upon presentation of the invoice at site. Exhibitors shipping with Kuehne + Nagel, Inc branches worldwide may arrange credit in their own currency.

# KUEHNE+NAGEL

## INFORMATION SHEET

Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone no: \_\_\_\_\_

: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Hotel Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

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

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Note: Any goods left on show floor unpacked and/or without instructions will not be picked up and without liability on Kuehne + Nagel's behalf.

We hereby agree to Kuehne + Nagel, Inc. Terms and Conditions. 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. All freight is subject to Exam and or seizure by U.S Customs, TSA and or any other U.S Government Authority.

Payment Policy: Payment for services - Kuehne + Nagel, Inc. requires payment in full for all services. . For your convenience, we will use this authorization to charge your account for services, which may include air freight, sea freight, customs clearances (either abroad or U.S.), or any other charges related to your shipment.

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

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

1. Credit Card Number: \_\_\_\_\_

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

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

Security Code: \_\_\_\_\_

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

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

2. Credit has been established with Kuehne + Nagel office in: \_\_\_\_\_

Contact name at International Kuehne + Nagel office: \_\_\_\_\_

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 AN AMERICAN EXPRESS CARD, MASTERCARD, VISA OR ESTABLISH CREDIT THROUGH A KUEHNE + NAGEL OFFICE.**

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