



5931 West Campus Circle Drive
 Irving, Texas 75063
 Phone: (972) 751-9400
 Fax: (972) 751-9500
 www.packexpo.com

October 14-17, 2018
 McCormick Place
 Chicago, Illinois USA

REQUIRED FORM

**PLEASE RETURN BY
 AUGUST 27, 2018**

Shipping Data

Important, please return this form 30 days prior to move-in to facilitate the proper staff and equipment to unload your exhibit materials. Please copy for your reference.

1	Company Information	Exhibiting Company: _____ Booth Number: _____
	Corporate Name: _____	
	Contact Name: _____	
	Telephone Number: _____ Fax Number: _____	
	What are the least number of work days to erect your booth? _____	

2	Shipping Information	Shipper: _____ (Name of Company if different from above, i.e., exhibitor appointed contractor, etc.)
	Address: _____ (From where materials are being shipped.)	
	City: _____ State: _____ Zip: _____	
	Contact Name: _____ Telephone Number: _____	
	Date Shipment Sent: _____ Expected Arrival Date: _____	
	Materials being shipped to: (Choose one) <input type="checkbox"/> Warehouse <input type="checkbox"/> Direct to Show	
	If using a Customs or International forwarder, print name: _____	
	Telephone Number: _____ Fax Number: _____	

3	Transportation	Shipped via: (Choose one) <input type="checkbox"/> Common Carrier <input type="checkbox"/> Van Line <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Air Freight <input type="checkbox"/> Other: _____
	Mobile Units _____	
	List Carrier Name(s): _____ _____ _____	
	Number of Pieces to be shipped:	
	Largest Piece: Size: _____ Weight: _____	
	Type of Packing: Crated: _____ Uncrated: _____	
	Machinery: _____ Misc. _____	
Estimated Total Weight of Booth: _____		

4	Shipping Problems	In case a problem occurs with shipment, please contact (in order of preference):
	Name: _____	
	Phone Number: () _____ - _____ () _____ - _____ () _____ - _____ (Office) (Home) (Cell)	
	Email Address: _____	
	Name: _____	
	Phone Number: () _____ - _____ () _____ - _____ () _____ - _____ (Office) (Home) (Cell)	
Email Address: _____		

**All freight handling charges must be paid in full at show site by check or credit card.
 Shipment of materials to warehouse or show site address indicates acceptance of these terms.**



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**ADVANCE WAREHOUSE SHIPPING
 ALLOWS EXHIBITORS TO SHIP AND
 STORE THEIR FREIGHT IN CHICAGO
 PRIOR TO THE PUBLISHED
 MOVE-IN DATES.**

**Advance
 Warehouse
 Shipping**

October 14-17, 2018
 McCormick Place
 Chicago, Illinois USA

1 Benefits

Benefits of using the Advance Warehouse:

- 30 days storage in advance of the show (August 27, 2018 - September 28, 2018)
- Advance tracking of your show freight
- Shipments will be delivered by 10:00 am on your assigned target date
- Eliminate truck line waiting charges
- Eliminate McCormick Place Marshalling area charges
- Inspection of your show freight if necessary, warehouse is one-half mile from McCormick Place
- Exhibitors will be able to find out when their freight arrives at the warehouse.

2 Guidelines

Guidelines for Warehouse Shipments

- Advance shipments should not arrive before Monday, August 27, 2018
- Dimensions of the freight should not exceed 8'4" wide x 8'5" high
- The single heaviest piece should not exceed 5000 lbs.
- Warehouse Dock Door size: 9' wide x 10' high
- The warehouse will receive shipments Monday through Friday during the hours of 9:00 am to 3:00 pm, Central Time
- All advance shipments must arrive at the warehouse by Friday, September 28, 2018. After this date the shipments will be directed to McCormick Place.
- Only crated, boxed or skidded shipments will be received at the warehouse. NO LOOSE OR UNCRATED SHIPMENTS.
- No Bulk or loose carpet shipments.
- All carpet must be skidded and separated by Booth Number
- **The warehouse will be closed Monday, September 3, 2018 for the Labor Day holiday.**

**3 Advance
 Warehouse
 Address**

Advance Warehouse Address **NEW ADDRESS AS OF SEPTEMBER 17, 2018**

PACK EXPO International / Healthcare Packaging EXPO 2018
 Exhibiting Company Name
 Booth # ()
 c/o J & J Motor Freight
 3333 South Iron Street
 Chicago, IL 60608

4 Cost

THE COST FOR ADVANCE WAREHOUSE SHIPPING IS \$15.00 PER CWT. (\$150.00 MINIMUM)

This Rate Includes:

- 30 days of storage prior to move-in
- Unloading and storage
- Reloading and delivery to show-site
- Shipping back to the warehouse at the conclusion of the show will incur an additional \$15.00 per cwt. charge with a \$150.00 minimum.

**5 International
 Shipments**

International and Canadian Shipments:

Neither PES, PMMI nor McCormick Place can provide a tax ID number for customs clearance. It is the responsibility of a licensed customs broker to provide this service and insure passage of the show materials into the United States. All freight should be consigned to a certified broker for customs clearance.



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**THIS REFERS TO ALL
SHIPMENTS SENT DIRECTLY
TO McCORMICK PLACE.**

**Show-Site
Shipments**

October 14-17, 2018
McCormick Place
Chicago, Illinois USA

1 Show-Site Shipments

Show-Site Shipping Address:

PACK EXPO International and Healthcare Packaging EXPO 2018
Exhibiting Company Name
Booth # (_____)
McCormick Place
c/o PACK EXPO Services
2301 S. King Drive
Chicago, IL 60616

2 Benefits

All drayage/material handling is included in your space rate, provided your shipment/truck checks-in at the McCormick Place Marshalling Yard by 2:00 pm on your assigned targeted move-in date (see Targeted Move-In Schedule).

A special assessment will apply to any inbound shipments, which arrive after 2:00 pm Monday - Friday, all day Saturday and Sunday (inbound only), and on any advance warehouse shipments.

The space rate will include a one-time spot of equipment and display material, provided a representative is in the booth to spot the freight. All outbound drayage is included in the space rate and no overtime charges and no special assessments will apply.

NOTE: Space rate includes drayage for the Primary Exhibitor's* display material and equipment only. Any additional product or equipment is subject to additional billing. Please refer to the rates listed in Material Handling Information forms in Section 3 for pricing breakdown.

*Primary Exhibitor is defined as the exhibitor who signs the Exhibit Space Application and Contract.

3 Overtime

- Freight unloaded on overtime will be charged an additional \$15.00 per cwt. (\$150.00 min.)
- Overtime charges will be in effect if the exhibiting company does not meet the 2:00 pm check-in time on their assigned target date.
- Overtime charges will be in effect for any Saturday or Sunday shipments.
- Overtime charges will apply for inbound shipments only.
- Overtime charges do not apply for outbound shipments.
- Straight Time is 8:00 am to 4:30 pm, Monday through Friday.
- Overtime is before 8:00 am and after 4:30 pm, Monday through Friday.

4 Outbound Shipping

- Turn in you material handling form to the service desk when your exhibit is packed, labeled and ready to ship.
- Each item in your booth must be properly labeled.
- **When making shipping arrangements for your exhibit at the close of the show, make sure your carrier knows the company name, booth number, the destination of the shipments, and that the name of carrier is written on the Material Handling Agreement.**
- **A Material Handling Agreement is required for each and every truckload or shipment.**
- **Exhibitors with an Outbound Target Date of Saturday, October 20, 2018, must have their trucks checked-in at the marshalling area by 9:00 am.**
- **PACK EXPO Services is not responsible for waiting time charges.**



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October 14-17, 2018
McCormick Place
Chicago, Illinois USA

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Chicago, Illinois USA

Show-Site Shipments

5 One Time Spotting Requirements

On the assigned target date for the arrival of your equipment, the exhibitor must have a representative at show-site who will:

- Make sure electrical and plumbing is laid and complete.
- Make sure carpet has been laid prior to the spot.
- Mark the floor to show the exact location of each machine prior to its arrival.
- Be present when the machines are being spotted.
- Advise the rigging crew on the use of exhibitor's pre-rigging methods and accessories.

6 Empties

- **Before empties are removed, stack your skids and mark them for easy identification by color coding or stenciling, and using PES empty label stickers, which can be obtained at the PES Service Centers.** It is difficult to differentiate your skids from other exhibitors. Labels often tear and can become hard to read.
- Your installation rigging crew removes empty machinery skids and machinery crates from the booth and places them in storage as part of a rigging labor installation order.
- Your dismantle rigging crews will return your machinery skids and crates to your booth as part of a rigging labor dismantle order.

7 Additional Charges

Additional Charges will be incurred:

- If machine arrives in containers; and if blocking, reblocking, unstuffing, removing tarp or re-tarping is involved; if it is necessary to unskid machines before removing from container, labor times and equipment charges will be added to the standard rates.
- If skids an/or top of truck have to be removed by contractor; if machines are crated or skids require removal; if spotting of machines or handling of empty skids or machinery crates to and from storage area is required, labor time and equipment charges will be added to stated rates.
- If Exhibitor's representative does not comply with shipping instructions, machines will be placed in the booth without spotting. For spotting at a later time, charges based on labor time and equipment will be added to stated rates.
- PES will charge exhibitors on a time and material basis for the cost involved in cutting up and dismantling crates, skids and large pieces of lumber left in the storage area. If you do not intend to save your crates and skids, have your labor crew cut them up during the installation period.
- Certified weight tickets are required. Separate weight tickets for Display Material and Machinery Equipment are required.

8 International Shipments

International and Canadian Shipments:

Neither PES, PMMI nor McCormick Place, can provide a tax ID number for customs clearance. It is the responsibility of a licensed customs broker to provide this service and insure passage of the show materials into the United States. All freight should be consigned to a certified broker for customs clearance.



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 Chicago, Illinois USA

Marshalling Yard Information

1 Delivery of Materials to and Pick Up of Materials from McCormick Place

All vehicles, including cars, with materials for delivery, must check-in at the marshalling yard located west of Lake Shore Drive, approximately six (6) blocks south of McCormick Place at the corner of **Moe Drive North and 31st Street** (see map in this section).

The PACK EXPO Services Marshalling Yard Hours

Move-in:	5:00 am to 3:00 pm
Move-out:	5:00 am to 3:00 pm

There is no usage fee required by McCormick Place. For further information on the McCormick Place Truck Marshalling Yard, please call the Yardmaster at (312) 818-3161.

The driver of the vehicle will present his bill of lading or delivery receipt noting piece count, exact item(s) description and weight of materials to be loaded. Separate weight tickets for Display Materials and Machinery Equipment are required.

An unloading document will be issued at the Marshalling Yard trailer by PACK EXPO Services personnel. The Receiving Report will be:

- Based on the information on bill of lading or delivery receipt.
- Date and time stamped.

If the driver does not have a document with sufficient information describing the shipment(s), they will be delayed until we attain the proper information.

After the drivers are given a Receiving Report, a numbered card will be given to them for placement in the window of their vehicle. The numbered card identifies the building and area in which they will be unloaded. The driver will be advised when to proceed to their designated area. The numbered card must be displayed in the vehicle's windshield at all times.

Once unloaded and shipping documents have been signed, they may leave or return to the marshalling area.

The State of Illinois legal trailer restrictions are 8'6" in width and 13'6" in height. Questions may be directed to:

Illinois Department of Transportation
 Permit Section
 2300 South Dirksen Parkway
 Springfield, IL 62764
 Phone: (217) 782-6271

Please make sure your trucking company has a copy of this information.



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Chicago, Illinois USA

Directions to Marshalling Yard

1 North of Chicago

Interstate 94 (Kennedy Expressway) to Interstate 55. Bear right just past 18th Street. Then bear left to go east on Interstate 55 to Lake Shore Drive South. Take the 31st Street exit and follow the loop to the right onto Moe Drive. Take Moe Drive North to the first stop sign and turn left into the Marshalling Yard.

2 West of Chicago

Interstate 90 (Eisenhower Expressway), East to Interstate 94 (Dan Ryan Expressway). South on Interstate 94 (Dan Ryan Expressway) to Interstate 55. Bear right just past 18th Street. Then bear left to go East on Interstate 55 to Lake Shore Drive South. Take the 31st Street exit and follow the loop to the right onto Moe Drive. Take Moe Drive North to the first stop sign and turn left into the Marshalling Yard.

3 Southwest of Chicago

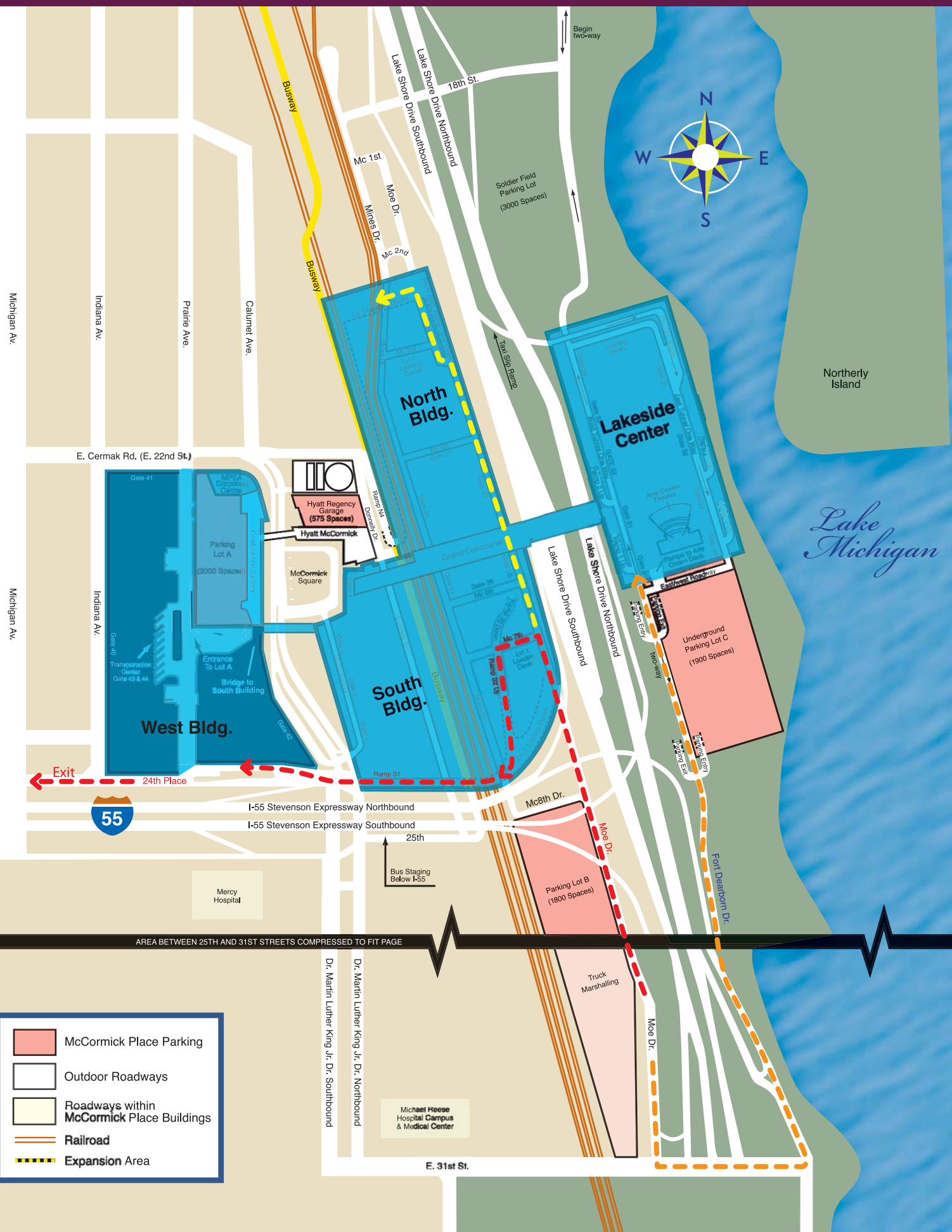
Interstate 55 directly to Lake Shore Drive South. Take the 31st Street exit and follow the loop to the right onto Moe Drive. Take Moe Drive North to the first stop sign and turn left into the Marshalling Yard.

4 South of Chicago

Interstate 94 (Dan Ryan Expressway) to Interstate 55 (Stevenson Expressway). Take Interstate 55 to Lake Shore Drive South. Take the 31st Street exit and follow the loop to the right onto Moe Drive. Take Moe Drive North to the first stop sign and turn left into the Marshalling Yard.

See the following map for trucking flow once your carrier is dispatched from the Marshalling Yard.

McCormick Place Area Map



AREA BETWEEN 25TH AND 31ST STREETS COMPRESSED TO FIT PAGE

- McCormick Place Parking
- Outdoor Roadways
- Roadways within McCormick Place Buildings
- Railroad
- Expansion Area



Warehouse Shipments
EXHIBIT MATERIAL



Warehouse Shipments
EXHIBIT MATERIAL

To: _____

(Exhibitor)

To: _____

(Exhibitor)

(Booth Number)

(Booth Number)

**PACK EXPO International and
Healthcare Packaging EXPO 2018**
PACK EXPO Services
c/o J & J Motor Freight

****NEW ADDRESS AS OF 9/17/2018****

3333 South Iron Street
Chicago, IL 60608

**PACK EXPO International and
Healthcare Packaging EXPO 2018**
PACK EXPO Services
c/o J & J Motor Freight

****NEW ADDRESS AS OF 9/17/2018****

3333 South Iron Street
Chicago, IL 60608

Please fill out the information below:

TARGET DATE: _____
TARGET TIME: _____

Do NOT Deliver Prior to August 27, 2018
Must Arrive by September 28, 2018

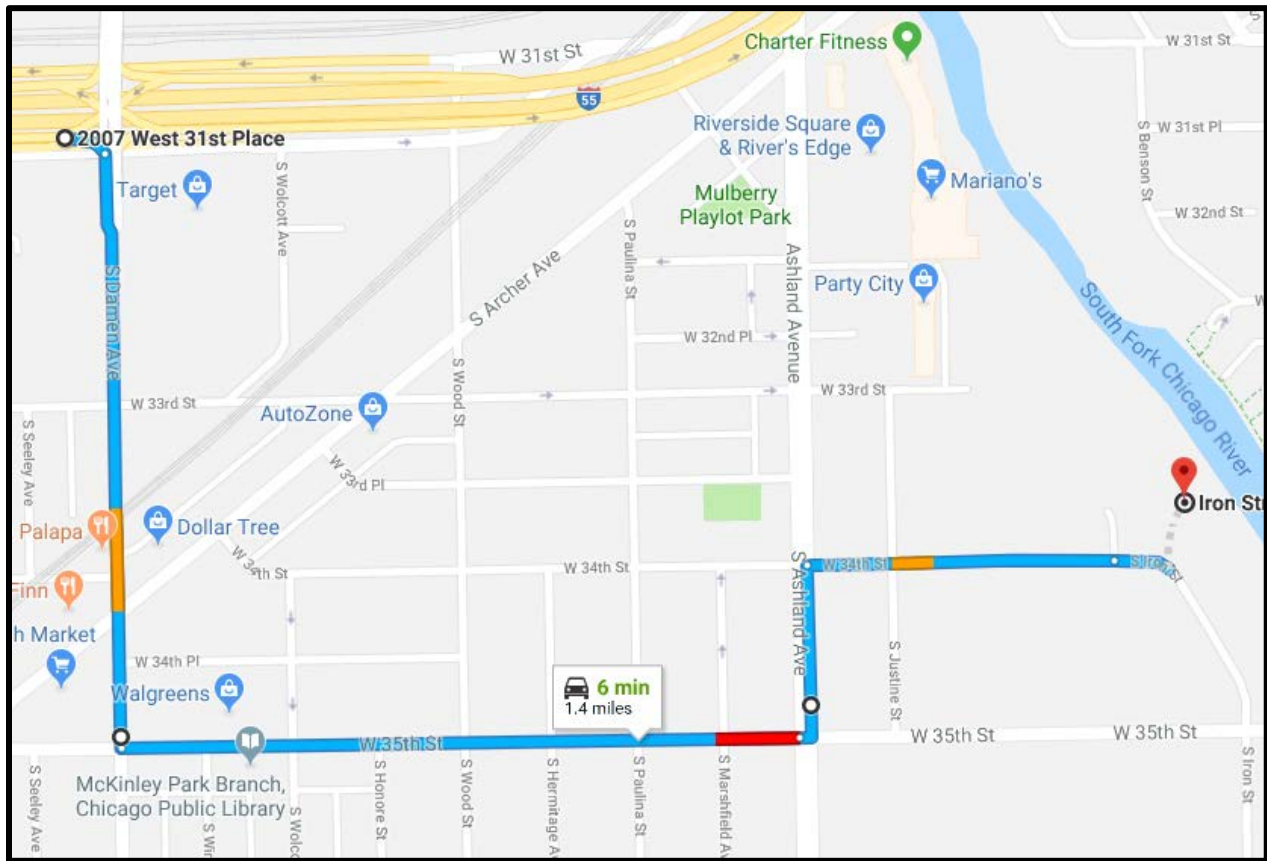
Carrier: _____ # Pieces: _____

Please fill out the information below:

TARGET DATE: _____
TARGET TIME: _____

Do NOT Deliver Prior to August 27, 2018
Must Arrive by September 28, 2018

Carrier: _____ # Pieces: _____



PACK EXPO International / Healthcare Packaging EXPO 2018

Exhibiting Company Name

Booth Number

c/o J&J Motor Service

3333 South Iron Street

Chicago, IL 60608

Start: I-55 N

1. Take exit 290 to Merge onto S Damen Ave
2. Turn left onto W 35th St
3. Turn left onto S Ashland Ave
4. Turn right onto W 34th St / 34th Street ends and becomes Iron St

End: 3333 South Iron Street



Direct Shipments

EXHIBIT MATERIAL



Direct Shipments

EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

**PACK EXPO International &
Healthcare Packaging EXPO 2018**

**McCormick Place
c/o PACK EXPO Services
2301 S. King Drive
Chicago, IL 60616**

Please fill out the information below:

TARGET DATE: _____

TARGET TIME: _____

Do NOT Deliver Prior to October 8, 2018

Carrier: _____

Pieces: _____

To:

(Exhibitor)

(Booth Number)

**PACK EXPO International &
Healthcare Packaging EXPO 2018**

**McCormick Place
c/o PACK EXPO Services
2301 S. King Drive
Chicago, IL 60616**

Please fill out the information below:

TARGET DATE: _____

TARGET TIME: _____

Do NOT Deliver Prior to October 8, 2018

Carrier: _____

Pieces: _____

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October 14-17, 2018 • McCormick Place
Chicago, Illinois USA

RUSH

HANGING OVERHEAD SIGN

To: _____

(EXHIBITOR)

(BOOTH #)

WEST SOUTH NORTH UPPER LAKE LOWER LAKE

(CIRCLE HALL)

PACK EXPO Services

c/o J & J Motor Freight

****NEW ADDRESS AS OF 9/17/2018****

3333 South Iron Street

Chicago, IL 60608

Name of Convention:

**PACK EXPO International and
Healthcare Packaging EXPO 2018**

Do NOT Deliver Prior to August 27, 2018

Must Arrive by September 28, 2018

Carrier: _____ No. Pieces _____



J&J Motor Service

Your freight. Delivered and show-ready.



J&J Motor Service is a full-service transportation company offering specialized freight services and time-definite pick-ups and deliveries throughout the United States and Canada. With more than 80 years of industry experience, we are the original trade show carrier. Our clients call us a partner you can trust to deliver.

J&J Motor Service has an outstanding reputation and a team that stands above the rest with our professional experience and focus on customer service. Family owned and operated, we offer competitive rates and guarantee our work.

Let J&J Motor Service deliver for you:

- On-time pick ups and on-target deliveries
- Extensive material handling/warehousing
- Custom crating, skidding, pad wrapping and specialized handling
- Professional service and experienced, industry drivers and representatives
- Show to show caravans
- Preferred carrier status
- Expedited freight capabilities
- Competitive rates and guaranteed service
- Specialized trailers and equipment
- Show site representatives providing valuable on-site assistance
- Nationwide capabilities as agents of Specialized Transportation, Inc. (STI)

Contact us today at 312-225-3323.



Trade show transportation requires a partner that knows the challenges of convention center deliveries so that you can rest assured your show or event properties arrive on time and within budget.

Whether it's one time service or a full calendar of events, you can count on J&J Motor Service to deliver for you

80
PLUS

Over 80 years of serving
the tradeshow industry.

www.jjmotor.com

2338 South Indiana Avenue
Chicago, IL 60616
312-225-3323 | Phone
312-225-9873 | Fax

J&J Motor Service is a WBE-certified business.



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Shipping Estimate Request form

Please fill out this form and we will prepare a quote!

PICK UP INFORMATION

Requested Pickup Date and Time
 Shipper Name
 Shipper Address
 Shipper City State Zip
 Shipper Contact Name
 Shipper Contact Telephone Number
 Dock? Yes No

DESTINATION INFORMATION

Requested Delivery Date and Time
 Destination Name
 Destination Address
 Destination City State Zip
 Destination Contact Name
 Destination Contact Telephone Number

SHIPMENT INFORMATION

Number of Pieces
 Total Weight in Pounds
 Dimensions (length x width x height)
 Exclusive Dedicated Truckload
 Target Move-in Date (if applicable) Booth Number
 Special Instructions

CONTACT INFORMATION

Contact Name
 Company Name
 Telephone Number Fax Number
 Email Address

RETURN TO: J&J Motor Service

2338 South Indiana Avenue Chicago, IL 60616
 Phone 312.225.3323 | Fax 312.225.9873

csr@jjmotor.com
 www.jjmotor.com

What a difference AIRWAYS MAKES!!

The Official Carrier of.....

CO - LOCATED



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October 14-17, 2018 • McCormick Place
Chicago, Illinois USA

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FOR ALL FREIGHT SERVICES CALL:

800-643-3525

**AIRWAYS
FREIGHT**
LAND • AIR • SEA
Delivering Performance

SHIPPING INSTRUCTIONS

inbound: just call 800-643-3525 or go online at www.AirwaysFreight.com

Customer service reps available during entire move-in to assist with your Airways freight needs

outbound: make it easy on yourself - do the paperwork.

The General Contractor's Material Handling Agreement (MHA) available at the freight service desk must be completed, and Airways Freight must be shown as the carrier on the form. After your freight is packed and ready for shipping, and before leaving the show floor, this form must be returned to the freight service desk to signal that freight may be removed from the exhibit hall and loaded on the Airways truck. Customer service reps will pre-print your Airways bills of lading and labels at the Airways service desk.



C O - L O C A T E D



PACK EXPO INTERNATIONAL



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official carrier for **PACK EXPO 2018**

LOWRY & HOGAN ASSOCIATES providing on-site representation

the Airways advantage

34 years in exhibit industry

24/7/365 complete service by experienced professionals

next day, 2-day, deferred options via **LAND - AIR - SEA**

**AIRWAYS
FREIGHT**
LAND • AIR • SEA
Delivering Performance

the number to call 24/7
800-643-3525

BIG SERVICE for your small packages

The Official Small Package Carrier of.....

CO - LOCATED



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FOR ALL FREIGHT SERVICES CALL:

800-643-3525

**AIRWAYS
FREIGHT**
LAND • AIR • SEA
Delivering Performance



Trade show shipping made easier for you

PACK EXPO International: Healthcare Packaging EXPO 2018

October 14-17 • Chicago, IL

Trade shows are excellent opportunities to gain exposure within the industry. In order for the show to run smoothly your shipment needs to be easy to ship, easy to track, and it needs to arrive on time!

UPS Freight® offers everything you need in a carrier: reliability, speed, superior shipping technology, and a nationwide network of dedicated trade show experts willing to help save you time with your shipping.

Whether your booth is headed for the advanced warehouse or direct to the show site, the UPS Freight Trade Show Services Team can provide you with dependable transit times at the right price.



UPS Freight Services

UPS Freight offers exclusive access to the following shipping solutions:

- LTL (less-than-truckload) freight shipping
- Truckload shipping
- Expedited shipping
- Specialized carriers (flatbeds, pad-wrapped, air freight, and air-ride)



Contact UPS Freight

Our dedicated UPS Freight Trade Show Team is available by phone or e-mail for assistance.

- 800.988.9889
- upsfreighttradeshow@ups.com

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October 14–17, 2018 • McCormick Place
Chicago, Illinois USA

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October 14-17, 2018 McCormick Place - Chicago, IL USA

Dear Sir/Madam,

Kuehne + Nagel has been appointed Official Customs Broker & International Freight Forwarder for the subject show and is available to assist in providing the best method of transportation to the show and back. Our shipping manual will assist you in the correct and timely dispatch of your exhibits. Please do not hesitate to contact us if you require clarification on any points.

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In the absence of a separate contract signed by both parties, the Kuehne + Nagel Inc. standard terms and conditions will govern any business relationship between the parties: Terms & Conditions: <http://www.kn-portal.com/go/ustcs/>



YOUR DEDICATED CONTACTS

For **EMEA** customers

Mrs. Debbie Amrein

Tel: +1 (704) 499-5935

E-Mail: debbie.amrein@kuehne-nagel.com

For **APAC & S.AMERICA** customers

Mr. Henrique Schumann

+1 (424) 789-6922

henrique.schumann@kuehne-nagel.com

ARRIVAL DEAD LINES / TIME SCHEDULE

SEAFREIGHT

- Original Bill of Lading **min. 7 days before arrival**
- Original Customs Documents (List of Exhibits) **min. 7 days before arrival**
- Seafreight Shipments at Chicago CY/CFS (Advance Whse) **September 20, 2018**
- Seafreight Shipments at Chicago CY/CFS (Show Site) **September 25, 2018**

AIRFREIGHT

- Copies of Airway Bill by Email **min. 2 days before arrival**
- Copies of Customs Documents (List of Exhibits) **min. 4 days before arrival**
- Airfreight Shipments at Chicago Airport (Advance Whse) **September 25, 2018**
- Airfreight Shipments at Chicago Airport (Show Site) **September 29, 2018**

Any delay with above mentioned arrival dates would be subject to 30% late arrival surcharges on our rates. Whilst every effort will be made to clear the cargo to the exhibition prior to the opening, no guarantees can be given. Surcharges will apply regardless of the delivery date to your booth.

CONSIGNMENT INSTRUCTIONS

For SEAFREIGHT or AIRFREIGHT SHIPMENTS please consign as follows:

Consignee: "Exhibitor Name"
c/o PACK EXPO 2018
Booth Number: "xxx"
McCormick Place CC

Notify Party: KUEHNE + NAGEL INC.
1001 Busse Road
Elk Grove Village, IL 60007
Attn: Mrs. Debbie Amrein (704) 499-5935

Service on Waybill: "FREIGHT PREPAID"
Cargo dispatched under "freight collect" basis will be paid on your behalf plus 10% outlay commission! Additional charges will apply for wrong consignee details!



CUSTOMS CLEARANCE MODES

- ✓ **PERMANENT IMPORTATION:** Goods, which will remain in the U.S., are subject to any applicable duties and taxes, merchandise processing fees (MPF) and for ocean freight shipments, Harbour Maintenance Fees (HMF). After permanent importation, goods may be sold, given-away, returned to the country of origin, or shipped to a different destination. All giveaway items, including brochures, are dutiable.
- ✓ **ATA Carnet:** A carnet is used as a “merchandise passport” and allows temporary clearances without paying duties & taxes. The Carnet must be in English and have all goods listed with values and HTS numbers. The goods cannot 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 .
- ✓ **Trade Fair Entry:** If the US Department of Commerce declares an International exhibition as a bona fide trade fair under the Trade Fair Act of 1959, it permits international exhibitors to enter equipment and machinery for exhibition purposes without duty payment, if those exhibits are re-exported at the end of the exhibition.

DOCUMENTS

In order to allow us to clear your goods on time it is essential to provide us with clear and complete sets of documents

1. Copy of the bill of lading (Sea Freight Only) - Do not issue original ocean B/L's.
2. Copy of the airway bill (Air Freight Only).
3. ISF (Importer Security Filing) Data sheet (Sea Freight Only) – [in annex](#)
4. Customs power of Attorney – [Link to Form](#)
5. Commercial Invoice and Packing Lists in English
6. Original Carnet ATA (if applicable)
7. Original and copy of any document specifically required for import; (health certificate, certificate of origin, import permits, etc.).
8. Copy of Insurance Policy if any

INVOICES shall be consigned in the same way as indicated above under “Consignment Instructions”! All invoices shall be in English language only and include the following information:

- ✓ Show-name and Show-dates
- ✓ Name of exhibitor, address, contact name and number
- ✓ Mode of transport (air, sea or road) & port of entry into U.S.
- ✓ Exact description of Goods incl. brand names
- ✓ Harmonic (Brussels) commodity code of material: see <http://www.usitc.gov/tata/hts/bychapter/index.htm>
- ✓ FDA bioterrorism registration number if required
- ✓ FDA product code: see <http://www.accessdata.fda.gov/scripts/ora/pcb/pcb.cfm>
- ✓ Size and type of packing used for each individual item
- ✓ Gross & net weight of material
- ✓ Country of origin
- ✓ Terms of sale

**ISF - IMPORTER SECURITY FILING (10+2)**

- ✓ U.S. Customs requires all ocean freight shipments arriving via U.S. Ports are subject to Import Security Filing (ISF) also known as 10+2.
- ✓ ISF Data Sheets have to be provided to Kuehne + Nagel at least 72-48 hours before vessel departure in Origin. Failure to do so will jeopardize the clearance process in the US and delivery to your booth. Draft forms can be requested at Kuehne + Nagel.
- ✓ In case ISF has been filed late or not at all the exhibitor/importer has to provide a Letter of Credit for a minimum amount of US\$ 10,000.00 with US Customs being the beneficiary in the L/C.
- ✓ More information under <http://www.cbp.gov/border-security/ports-entry/cargosecurity/importer-security-filing-102>

RESTRICTED AND SPECIAL COMMODITIES

- ✓ **FOOD & BEVERAGES** 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.
- ✓ **TEXTILES** including caps, t-shirts, and canvass bags etc. Must include the fabric content as well 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 shipment not being customs cleared and not being able to be delivered to the show and / or additional charges.
- ✓ **EQUIPMENT / ELECTRONICS** All communication and electronic devices need to be registered with the U.S. Federal Communications Commission (FCC). The exhibitor must complete an FCC Form 740 for each device. (See: <http://www.fcc.gov/Forms/Form740/740.pdf>)
- ✓ All equipment that emits radiation (including CRT's, lasers, DVD/CD devices and all microwave emitting devices) must be registered and cleared through the U.S. Food & Drug Administration (FDA). The exhibitor must fill out an FDA form FDA 2877 (See: www.fda.gov/opacom/morechoices/fdaforms/FDA-2877.pdf)

PROHIBITED GOODS

Due to the customs restrictions please be so kind to not send any of the following items:

Do not include food products, alcoholic beverages, arms, explosives, fireworks, tobacco, pharmaceuticals or products made from animal parts or of endangered species materials in your shipment. Please contact KN for further information and clarification whether goods can be imported or not.

The above-mentioned list is not exhaustive and subject to change at any time by operation of law. In all instances, the approval of import permits/licenses is solely at the discretion of the relevant government authorities at the destination country and we cannot be held responsible for their refusal to grant such permits, even if the goods have already arrived at the destination port.



PACKING / FUMIGATION

- **WOOD PACKAGING MATERIALS** (also pallets) have to be **FUMIGATED** with methyl bromide or Heat treatment of minimum wood core temperature of 56° C/133° F for a minimum of 30 minutes. All wooden material has to be marked legible and permanent. The mark must be approved by **IPPC** (International Plant Protection Convention). Failure to comply will result to problems with the customs clearance, delays at the delivery and high fines.
- **Temporary** exported items by **carnet ATA** and **permanent** exported items have to be packed and shipped completely **separately** otherwise the cargo will be stuck at customs.
- Please ensure your equipment is packed in **strong**, waterproof packing **cases**, which lends itself to being re-packed after the exhibition. Please bear in mind that your exhibits will be in transit for long periods both to and from the exhibition, and that cartons are not suitable to withstand the constant handling that takes place during transshipment. Outdoor-/Open air handling is sometimes inevitable, even if it rains.
- **Insufficient packaging**
Kuehne + Nagel is not responsible for any damages or loss if the shipments are packed insufficient.

CASE MARKING

- **Case marking**
All cases being sent to the exhibition must be marked as follow:
Exhibitor : your company name
Exhibition Name : **C/O PACK EXPO Chicago 2018 - Booth No.:**
McCormick Place CC
Chicago, IL
Made in... : "Country of Origin"
Case No. : 1 of x
Gross Weight :
Dimensions in cm :

(Please use our attached label)

SELLING EXHIBITS

Exhibits imported on Carnet ATA cannot be sold during or after the show! US customs stipulates that all temporary imported items on carnets must be re-exported after the event!



EXHIBITION CLOSING PROCEDURE

Be Aware that at all US shows the exhibitor must arrange drayage directly with the General Contractor. It is the responsibility of the exhibitor to make sure that all of the General Contractor's requirements are completed and payment arrangements have been made. If you have not received a 'Material Handling Form' from the General Contractor by the last day of the show, please go to their Service Area to obtain your Material Handling Form. It is very important to note the following on your form:

- Kuehne + Nagel must be listed as the Carrier or we will not be able to pick-up your freight.
- The piece count MUST be accurate, but an estimate is acceptable on the weight.
- The final address you list on this form must be the same as the address you put on the labels.

Prior to leaving the Service Area, please ask the general contractor for their labels and be sure that the address on the labels is the same as the address on the Material Handling Form. Please be sure to place at least one label on the side of each piece of freight.

Once you are finished packing, your Material Handling Form MUST be returned back to the General Contractor. Please DO NOT take the form with you when you leave and DO NOT leave it in your booth. The General Contractor will give you a copy to keep for your records.

INSURANCE & LIABILITY

Our tariff is computed on the basis of volume or weight and has no correlation with the value of exhibits, it follows that the costs of insurance is not included in our charges. It is the responsibility of each exhibitor to arrange a full transit Insurance Policy covering transport to the exhibition, during the exhibition, and return of exhibits to domicile, including the period the exhibits are handled on-site by us or any subcontractor. Insurance shall include a waiver of subrogation against Kuehne + Nagel and its agents and/or subcontractors.

Kuehne + Nagel can offer an insurance coverage on your behalf and cost of the exhibitor upon written request.

GENERAL CONDITIONS

All business is only transacted in accordance to the Kuehne + Nagel standard trading conditions, which are available upon request. Kuehne + Nagel does not take any responsibilities for exhibits that are not allowed by the organizer or the US customs to be displayed or sold, for any duties and taxes of sold exhibits or loss of exhibits whilst on display at the venue. Furthermore, all work is undertaken at owners risk, the exhibitors are liable for damages and additional cost resulting from the incorrect declaration of the weights and measurements of the packages, as well description of content of cargo mentioned on invoice/packing list.

**TERMS OF PAYMENT**

All our services are due for immediate payment unless you have engaged the services of our overseas offices or agents, in which case you will be invoiced by them directly. Payments are to be made by credit card or by bank remittance to our bank account and must be received by us as follows:

Inward Movement: Upon uplift of goods, prior to delivery to venue
 Outward Movement: Upon presentation of invoice, prior to delivery to your premises.

Details of our bank account are as follows: (Remitting charges are to be borne by the exhibitor)

Account Name:	Kuehne + Nagel Services Ltd.
USD Account No:	30789655
Bank's Name:	Citibank NA
Bank's Address:	399 Park Avenue, New York, NY 10043
ABA:	021000089
SWIFT code:	CITIUS33

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.

Should you require any further information regarding the above, please do not hesitate to contact us.

Yours faithfully,

KUEHNE+NAGEL
KN Expo & Event Logistics

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ANNEX

1. Fillable ISF Form	Click Here for ISF Forms then choose download under the "●●●" menu
2. Invoice Packing List	Click Here for Invoice Form then choose download under the "●●●" menu
3. Credit Card Authorization Form	Following pages
4. Agent List	Following pages



CREDIT CARD PAYMENT FORM

Payment Policy: Payment for services—Kuehne & Nagel, Inc. requires payment in full for all services. Further, Kuehne & Nagel requires that you provide a credit card authorization with your initial order. 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.), on site handling, which may include labor and other services either at show site abroad or within the country.

Method of Payment: Kuehne & Nagel accepts MasterCard, Visa and American Express. Purchase orders are not considered payment. If you want to make a wire transfer, these transfers must be received prior to goods being delivered at show or prior to release of goods after show.

All shipments require a credit card authorization. If you elect to pay via wire transfer or check, these payments must be received in accordance the above Method of Payment Section. In the event payment is not received in accordance with the terms and conditions and this form, you agree to Kuehne & Nagel charging the credit card for all outstanding amounts.

You agree to late fees of 1.5% per month on any balance which is not paid or for which your credit card has been declined. Below authorization is good for one year from date of signature.

Credit Card Authorization

Provide Expiration Date: / /

Corporate

Personal

Company Name: _____

Show Name: _____

Card Type: _____

Card Number: _____

I.D. Code: _____

Amex (right hand corner)

Name on Card: _____

Visa / Mastercard (back of card)

Cardholder's Billing Address: _____ City _____

State _____ Zip Code _____ Country _____

For your convenience Kuehne & Nagel will use this authorization to charge your credit card for any additional amounts ordered by your representative for services rendered to your company for the event. Any disputes must be conveyed to Kuehne & Nagel in writing after payment of the invoice in full. I understand and accept these Terms & Conditions. (Check Box)

Cardholder Signature: _____

Date: _____

**LIST OF AGENTS**

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KN Expo Service



EXHIBITION 展覽會名稱



CONSIGNEE

TO SEND VIA 運輸方式

AIR 空運 / SEA 海運 / TRUCK 陸運

DESTINATION 目的地

EXHIBITOR 參展者

MEASUREMENTS 厘米 (CM)

L 長

W 寬

H 高

BOX NO. 箱號

第

箱 OF 共

箱

STAND NO. 展台號 / HALL NO. 館號

URGENT EXHIBITION MATERIAL

DO NOT DELAY

展覽物品 勿延