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**March 21-23, 2022**  
**Pennsylvania Convention Center**  
**Philadelphia, PA USA**

# FREIGHT FORWARDING AND CUSTOMS CLEARANCE SERVICE GUIDELINES

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Schenker, Inc.

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DB SCHENKER*fairs*

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Chicago, USA

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December 2021

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## General Shipping Guidelines

Schenker, Inc. is the proud partner of PMMI and has been nominated as the 'Official Freight Forwarder and Customs House Broker' for PACK EXPO East to be held in Philadelphia from March 21 to March 23, 2022.

In the following guidelines we outline all our services tailored to the needs of international exhibitors participating at the PACK EXPO East in Philadelphia. The services include transportation services (air and/or ocean) to and from the USA, customs clearance services and the delivery to the convention center in close cooperation with the general contractors for the exhibition.

**The following instructions must be read very carefully. Failure to comply may result in delays with the Customs clearance and subsequently lead to additional charges and/or late delivery to show site.**

The manual outlines the customs policies, shipping instructions, and delivery information. Please contact our experienced staff with any questions you might have regarding our services for the PACK EXPO East 2022.

### **FORWARDER'S CONTACT INFORMATION**

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SCHENKER, Inc.  
1901 N. Roselle Rd. - Suite 200  
Schaumburg, IL 60195  
Tel: (847) 954-6695  
E-mail: [fairs-domestic.chicago@dbschenker.com](mailto:fairs-domestic.chicago@dbschenker.com)

International shipments will require special consideration not covered in the handling and shipping section of the exhibitor manual. The Customs House Broker is available to advise the best method of transportation to the USA including recommendations of shipping lines and inland carriers, advice on required documents and procedures and provide addresses and invoice instructions. Please email your quote request to us and we will contact you.

## **CUSTOMS CLEARANCE**

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In order for Schenker to enter the goods correctly, the types of entries available are listed below:

### **Consumption Entry**

This type of entry will be done on all items that are to remain permanently in the U.S. for example: literature, brochures, giveaways and any items sold to a U.S. buyer prior to importation.

### **Temporary Import Bond**

This allows international shipments to be imported without payment of duty on a temporary basis. Shipments entered under the Temporary Import Bond Provision must be re-exported within one (1) year of import. Any items that are not re-exported within the one-year period are subject to customs penalties which are equal to double the duty plus liquidated damages.

### **A.T.A. Carnet**

An A.T.A. Carnet can be used on shipments that will be re-exported. Any brochures or giveaway promotional material must be invoiced and entered separately. U.S. Customs does not allow merchandise entered on an A.T.A. Carnet to remain in the country.

### **Trade Fair Entry**

The U.S. Department of Commerce has designated the PACK EXPO East 2022 a bona fide Trade Fair under the Trade Fair Act of 1959, which permits international exhibitors to enter equipment and machinery for exhibition purposes—without duty—in the exhibit halls, if they export them at the end of the Fair. Exceptions are items consumed at the Fair, printed matter, advertising material, give-away items and all equipment that has been sold prior to the fair.

This allows international shipments to be imported without payment of duty on a temporary basis when using a trade fair bond. A significant advantage to utilizing this method of importation allows the exhibitor to make a decision during the show regarding the final disposition of goods.

**POWER OF ATTORNEY FORMS PROPERLY COMPLETED ARE A REQUIREMENT FOR FINAL IMPORTATION OF MERCHANDISE INTO THE UNITED STATES.**

**IMPORTANT NOTICE: SHIPMENTS IMPORTED UNDER TIB OR A.T.A. CARNET, MUST BE RE-EXPORTED FROM THE USA WITHOUT EXCEPTION! US CUSTOMS DOES NOT GRANT PERMANENT CUSTOMS CLEARANCE FROM A CARNET OR TIB.**

## TERMS OF DELIVERY

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In order to assure timely delivery to exhibition site dock, marshalling yard or advance warehouse, all shipments should arrive by the following dates, including possible document transfers from third party freight forwarder and customs house broker:

- \* **LCL Ocean freight Philadelphia**  
14 Business days before exhibitors move in date
- \* **FCL Ocean freight Philadelphia**  
14 Business days before exhibitors move in date
- \* **International Airfreight Philadelphia**  
14 Business days before exhibitors move in date

## DOCUMENTATION

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We require a separate invoice in English for each exhibitor. An invoice format in MS Excel is available upon request. The invoice should be consigned to:

PACK EXPO East 2022  
c/o Schenker Inc.

**Exhibitor Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

Notify on arrival: Schenker Inc. - Tel (847) 954-6695 - Fax (847) 954-4943

All shippers' invoices must specify, in English, the following information:

- Name, date & location of show
- Name of exhibitor, address, fax numbers & contact
- FDA bioterrorism registration number
- Mode of transport & port of entry into U.S.
- Trade or brand name of each product
- Exact description of Goods, in English
- Harmonic (Brussels) commodity code of material: see <http://www.usitc.gov/tata/hts/bychapter/index.htm>
- 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
- Value & dimensions of Material
- Name & address of place of manufacture
- Country of origin
- Canning establishment codes (if applicable)

## PACKING

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To facilitate on-site handling, please ensure that:

- A. All cases or crates are **BOLTED** as opposed to nailed or screwed
- B. All cases or crates are fitted with sling irons or skids
- C. Center of gravity is marked on all cases exceeding 1,000 kilos
- D. Wherever possible the use of plywood should be avoided, since it is difficult to repair this material.
- E. Goods in transit pass through climatic changes and, therefore, should be packed taking care to use humidifying materials.
- F. Where machines are bolted to the sides, it is recommended that nuts be on the upper side of the base.

## MARKINGS

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Each case should be marked:

**“Exhibitor Name”**  
C/O PACK EXPO East 2022  
**Booth Number** \_\_\_\_\_  
Pennsylvania Convention Center  
1101 Arch St.  
Philadelphia, PA 19107  
**Made in** \_\_\_\_\_  
**No. 1 / up**

They should also be marked with weights and dimensions. Case numbers should be labeled with the fractional system. For example, case number 1 of 4 should be marked 1/4; case number 2 of 4 should be marked 2/4, etc. All cases should be labeled by affixing proper labels such as:

**FRAGILE**

**THIS SIDE UP**

**ETC...**

## U.S. IMPORT REGULATION REVISION

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Effective September 16, 2005, USDA revised the import regulation for wood packing material (WPM). The regulation requires WPM coming into the U.S. to be treated and marked. If your WPM is not treated and marked, your cargo may be subject to immediate export. Please contact your Schenker representative and for more information visit:

[http://www.aphis.usda.gov/import\\_export/plants/plant\\_exports/wpm/index.shtml](http://www.aphis.usda.gov/import_export/plants/plant_exports/wpm/index.shtml)



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## **IMPORTER SECURITY FILING (10+2)**

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Effective January 26, 2009, U.S. Customs requires all ocean freight shipments arriving via U.S. Ports are subject to Import Security Filing (ISF). Schenker custom brokers can file your ISF, also known as 10+2. Please contact your local Schenker Representative or Schenker U.S. Fairs and Exhibitions department for more information.

Detailed information can be found on: <http://www.cbp.gov/border-security/ports-entry/cargo-security/importer-security-filing-102>

## **RESTRICTED ITEMS**

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Many commodities are subject to additional controls by U.S. governmental agencies. The following items require additional documentation, permits, or licenses before admission:

Alcohol, tobacco, foodstuff, plants, seeds, clothing, textiles, items containing leather or animal parts, transmitters, receivers, certain telecommunication equipment, television or computer monitors, toys, chemicals, medicine, drugs, medical equipment and appliances, items used in preparation / distribution of food, weapons or ammunition, "defense" related items, motor vehicles and parts, and nuclear material and its by-products. Please contact Schenker Inc for additional instructions if you intend to include any of the above-mentioned items in your consignment.

## **PRIOR NOTIFICATION OF IMPORTED FOOD SHIPMENTS**

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FDA requires advance notice on shipments containing any imported food. Shipments without prior notification will not be allowed into the country.

If the shipping of food is absolutely unavoidable, the following steps must be taken in order for your shipment to be allowed into the country:

- Prior Notice must be electronically received and confirmed by FDA before a food shipment arrives at the first port in the United States (although no more than 5 days before the shipment arrives).
- The deadline depends on the mode of transportation used for the shipment (air or sea).

To submit prior notification, deadline information and more, please visit:

<http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/FoodDefense/default.htm>

## **REGISTRATION OF FOOD FACILITIES**

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If you are considering sending any food items to the U.S.A., please make sure that the manufacturer's facility is registered with the FDA prior to shipping. This should be done by the manufacturer/importer and may be done on-line. This is a rather long and costly process and should be avoided if it is not necessary.

For further information and registration, visit:

<http://www.fda.gov/Food/GuidanceRegulation/FoodFacilityRegistration/default.htm>

## CONSIGNMENT

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Bills of lading and airway bills must be consigned to:

**“Exhibitor Name”**

C/O PACK EXPO East 2022

**Booth Number** \_\_\_\_\_

Pennsylvania Convention Center

1101 Arch St.

Philadelphia, PA 19107

Notify Party:

SCHENKER, INC.

1901 N. Roselle Rd. - Suite 200

Schaumburg, IL 60195

Attn: Domestic Fairs & Exhibitions Dept.

## FAX / EMAIL ADVICE OF SHIPMENT

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Once the shipment has been dispatched, a fax or email should be sent to Schenker giving the following information:

- A. Bill of lading/airway bill number
- B. Vessel name and estimated time of arrival/flight number and date
- C. Number of packages
- D. Gross weight and volume

## RETURN TRANSIT OF EXHIBITION GOODS

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After the close of the exhibition, Schenker Fair Department will be at your disposal to arrange for the return of your exhibition goods to the country of origin or any other foreign destination you might decide. Of course, importation into the U.S., i.e. preparing entry, payment of customs duties, etc. can also be arranged by Schenker Fair Department.

For estimates of transportation charges, please contact SCHENKER, as soon as you know where your exhibition goods are to be shipped.

## INSURANCE

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We strongly suggest securing insurance coverage for your goods throughout the entire shipping process, beginning at the point of departure, during the exhibition, until return to the ultimate consignee. Freight left at your booth at the close of the exhibition may be unattended for a period of several hours or several days. Schenker is not responsible for goods once they are in the possession of the on-site drayage contractor on the inbound of the exhibition or until it has been loaded on to our vehicles on the outbound of the exhibition.

## **TERMS OF ACCEPTANCE**

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All ocean and airfreight MUST be sent to the USA on a PREPAID basis.

## **TERMS AND CONDITIONS**

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All services offered are subject to Schenker, Inc.'s Terms and Conditions on its website at:  
[www.dbschenkerusa.com/log-us-en/aboutdbschenker/resourcecenter/documents/termsconditions.html](http://www.dbschenkerusa.com/log-us-en/aboutdbschenker/resourcecenter/documents/termsconditions.html)

## **FREIGHT COORDINATOR**

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### **Overall Coordinator:**

SCHENKER, Inc. - Julie Reed  
1901 N. Roselle Rd. - Suite 200  
Schaumburg, IL 60195

Tel: (847) 954-6695

E-mail: [fairs-domestic.chicago@dbschenker.com](mailto:fairs-domestic.chicago@dbschenker.com)