

ROCK-IT FACTS

ESSENTIAL INTERNATIONAL SHIPPING & CUSTOMS CLEARANCE INSTRUCTIONS & TARIFF



PACK EXPO INTERNATIONAL 2024
NOVEMBER 3 - 6, 2024
McCORMICK PLACE
CHICAGO, ILLINOIS



Rock-It Cargo Fairs & Exhibitions has been appointed as a U.S. Customs broker and freight forwarder by PMMI: The Association for Packaging and Processing Technologies to provide air, ocean and ground shipping, customs clearance, freight forwarding and related logistics services for PACK EXPO International 2024. We can also transfer freight to or from related industry events via domestic and international air, ocean and ground freight. We encourage customers to contact us for a firm cost estimate and instructions tailored for their specific circumstances. Please send your inquiries regarding this event to our project manager:

Ms. Nitzia Palacios: Nitzia.Palacios@rockitcargo.com & Ph# +1 786 526 4625

Emergency & After Hours: 1 310 410 0935 (Please ask for Nitzia Palacios or Louis Kerpan and they will be contacted)

Air, Ground or Ocean Cargo Arrival CY/CFS/Airport:
Cargo Arrival Advance Warehouse Deadline Date:
Cargo Arrival Showsite Deadline Date:

CHICAGO, IL (ORD)
OCTOBER 7, 2024
OCTOBER 21, 2024

The arrival deadlines shown above are suggested and can be tailored to the exhibitor's specific requirements with the acknowledgement of the exhibitor that certain clearance and delivery costs may be greater.

OCEAN FREIGHT WARNING! Be aware that ocean freight schedules are very unreliable due to lack of equipment, lack of space and port congestion. We recommend that ocean freight be booked to arrive well in advance of your desired delivery date to the showsite.

FCL Ocean shipments should be available at the destination CY/Rail Ramp/Port (10) working days prior to the exhibitor's target move-in date at the showsite. Shippers or their agents must send us sufficient information to comply with [US Customs 10+2 Importer Security Filing \(ISF\) requirements](#) for ALL ocean shipments **NO LATER THAN 3 U.S. WORKING DAYS PRIOR TO LOADING ONBOARD A VESSEL BOUND FOR THE UNITED STATES** or be liable for liquidated damages of \$5000.00 plus encounter serious delay in the clearance and delivery of their shipment. Please contact us at least one week in advance of loading of any cargo onboard a vessel bound for the U.S. for instructions on how to properly comply with these requirements.

NOTE CONCERNING DOMESTIC U.S. AIR, GROUND AND OCEAN FREIGHT: Rock-It Cargo can provide domestic air, ground and ocean freight services to and from any location within the United States.

SHIP TO & DOCUMENTATION INSTRUCTIONS: All inbound international freight should be shipped on a PREPAID basis to **CHICAGO** consigned or addressed to:

Consignee:
ROCK-IT CARGO IMPORT SERVICES
On behalf of: (Exhibitor Name)
McCormick Place
2301 S. Lake Shore Dr.
Chicago, IL, 60616
Attn: Nitzia Palacios
Ph# +1 786 526 4625
Nitzia.Palacios@rockitcargo.com

Notify BEFORE Arrival:
ROCK-IT CARGO IMPORT SERVICES
5343 W. Imperial Highway, Ste. 900.
Los Angeles, CA, 90045
Attn: Import Department
Ph# 310 410 0935
imports@rockitcargo.com

All ocean bills of lading should be 'EXPRESS' bills. ALL SHIPPER'S INVOICES SHOULD BE CONSIGNED IN THE SAME MANNER. Other documentation may be required depending on what is being shipped. All documentation must be approved in advance of shipping by Rock-It Cargo.

REGARDING ATA CARNETS: ATA Carnets may be used. However, the following phrase must be transmitted in AMS to avoid U.S. Customs delays: "Items _____ to _____ on ATA Carnet _____ are packed in _____ Packages in Container _____."

PACKING, MARKING & SEALING:

1. Please mark all freight with the name of the exhibitor, their booth number, the name of the event c/o Rock-It Cargo and the associated air or ocean bill of lading labels.
2. We strongly encourage exhibitors and their agents to photograph all cargo for loss prevention and risk management reasons.
3. All full ocean containers must be sealed with high security bolt seals that comply with [ISO 17712 standards](#).
4. All Cargo must comply with [ISPM 15 standards](#). Goods that do not comply may be refused entry into the United States.
5. ALL products made of wood must comply with the [Lacey Act](#).
6. Motor vehicles and engines must be empty of fuel and all batteries disconnected with terminals taped.
7. Lithium-Ion batteries are hazardous/dangerous goods and subject to special handling, packaging, labeling and documentation requirements.
8. Goods that must be kept at separate temperatures must be shipped, packed and documented as separate shipments! **DO NOT MIX PRODUCTS THAT MUST BE KEPT AT DIFFERENT TEMPERATURES!**
9. **HIGH VALUE CARGO: Please contact us in advance regarding the packing, handling, documentation, insurance and shipping of high value cargo including hand-carried and courier shipments. SECURITY ARRANGEMENTS MUST BE MADE IN ADVANCE! Our liability for high value cargo is limited by our terms and conditions as well as international treaty.**

COST ESTIMATES, SHIPPING ORDERS & SECURITY ENDORSEMENTS: Rock-It Cargo requires that our customers or their agents receive a written cost estimate of their charges based on the information provided by the exhibitor or their agent. If the customer or their agent accepts the cost estimate, they or their agent must provide Rock-It Cargo with a written confirmation (for inbound charges) or a signed shipping order and security endorsement (for outbound charges) as well as a valid US Customs power-of-attorney and a completed Rock-It Cargo customer application/agreement. All cost estimates are subject to Rock-It Cargo's terms, conditions, limits of liability and instructions. The actual charges billed are based on the actual weight, dimensions, value, circumstances and other factors of an actual shipment.

ALL RETURN AIRFREIGHT IS HANDLED PER TSA REGULATIONS AS 'UNKNOWN SHIPPER' CARGO AND THEREFORE, CANNOT BE SHIPPED ON PASSENGER AIRCRAFT. The exhibitor or their on-site representative must have their outbound freight packed, labeled and documented as per Rock-It Cargo's instructions to insure prompt pickup of the outbound freight.

U.S. IMPORT & SHOWSITE HANDLING ALERTS: We would like to draw your attention to the following commodities that require special documentation or handling: Motor vehicles, engines, food, beverages, extracts, dried plants & seeds, drug ingredients, food/beverage ingredients, chemicals, medical devices, drugs, biologics, lasers, textiles, wearing apparel, electronic equipment, computers and monitors. We recommend inquiring with us in advance

to determine the specific requirements of the United States for the entry and re-export of your material. Please also note the following notes regarding our relationship with the general contractor and showsite material handling services.

1. [TRADEMARK, COPYRIGHT & OTHER INTELLECTUAL PROPERTY WARNING](#): Exhibitors and their suppliers must be able to demonstrate upon request that they have a clear license to use trademarks, copyright and other intellectual property that is displayed or otherwise used by the exhibitor.
2. Motor vehicles and engines are subject to regulation by the [U.S. Environmental Protection Agency](#) and the [U.S. Department of Transportation](#). Please contact us in advance of shipping to learn about the entry requirements for these commodities.
3. [MEDICAL DEVICES & EQUIPMENT](#): All shippers and exhibitors of medical devices must be registered with the U.S. Food & Drug Administration and provide us with their FDA Medical Device Establishment Number. And we must know the FDA assigned Medical Device Listing Number for each medical device or equipment shipped. Medical devices and equipment that are not fully registered and listed may only be entered temporarily into the U.S. on an ATA Carnet or a temporary import entry in the name of the shipper or exhibitor.
4. [U.S. FOOD & DRUG ADMINISTRATION REGISTRATION & PRIOR NOTICE](#): ALL cosmetics, food, beverages and drug ingredients (including animal including fish feed) products are subject to the U.S. Bioterrorism Act. This requires that the shipper register with the U.S. Food & Drug Administration (FDA) and provide Rock-It Fairs with an official prior notice made through the FDA's website. If the origin freight forwarder or shipper is unable to do this themselves, then contact in advance for help for a fee. Furthermore, we request that all exhibitors sending health aids, toiletries and other sundries obtain approval from us in advance of shipping.
5. [FOREIGN SUPPLIER VERIFICATION PROGRAMS \(FSVP\)](#): Food and beverage products excluding fish, fishery products, juices, alcoholic beverages, certain meat, poultry and egg products must be documented with a FSVP.

The shipper must provide the name and details of their FSVP U.S. Importer of Record. If the product being imported into the U.S. is subject to FSVP requirements and the shipper cannot comply, then we recommend contacting the [Registrar Corp](#) for assistance no later than 2 months in advance of shipping.

6. Exhibitors are encouraged to deal directly with the general contractor to settle their showsite material handling charges before the close of the event. Showsite material handling and deliveries or pickups that occur on the weekend or holiday are subject to overtime surcharges.
7. Exhibitors must contact Rock-It Global prior to the close of the event for instructions on how to properly complete the general contractor's outbound material handling agreement or form. Failure to do so can lead to delay and additional cost.
8. 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 or their forwarder must forward to us sufficient information to complete FDA Form 2877.
9. If you intend on shipping any piece of cargo that weighs more than 19300 kilos or has dimensions greater than 12 meters long, 2.1 meters wide and/or 2.1 meters tall, please check with us in advance as this cargo may require special handling, escorts or permits.
10. Material being sent on an ATA carnet via ocean freight must include the carnet number and number of items listed on the carnet to be transmitted via AMS from origin by the steamship line or NVOCC to avoid delays with US Customs.
11. COURIER SHIPMENTS: Contact us in advance for special instructions for sending material either to the advance receiving warehouse or showsite via small package express services such as Federal Express, UPS or DHL.

SHOWSITE CARGO HANDLING NOTICE: Because of limited space at the venue, we are requesting exhibitors and their stand builders to adhere to the following standards as a courtesy to their fellow exhibitors:

1. If the move-in or move-out occurs on overtime, then overtime rates for material handling, labor and delivery/pickup apply. Please plan and budget accordingly. Please consult the target move-in and move-out schedules in the Exhibitor Service Manual .
2. Deliveries to and pickups from the showsite are subject to waiting time. Expect, on the average, from two to six hours of truck waiting time. We recommend moving freight to and from the event via the general contractor's warehouse.
3. Avoid keeping crates and cases in the aisles any longer than strictly necessary. Floor Managers and other Show Management personnel will be politely encouraging exhibitors and their stand builders to not hold onto crates and cases blocking the aisles unless strictly necessary. Exceptions would be made for items such as tool boxes.
4. Freight delivered on any given date should be emptied and empty stickers with the correct color code attached by the end of the day when that particular piece of cargo has been delivered so the empty crate or case can be taken away for storage and not block the aisles.
5. Please do plan on empty case return to take 6 or more hours after the close of the show. Plan your dismantling labor accordingly.
6. We encourage all pavilions and large booth exhibitors to submit in advance a freight and empty handling plan to the general contractor in advance.
7. Unless arrangements are made in advance for Rock-It Cargo to pay the showsite material handling costs, these must be settled by the exhibitor with the general contractor prior to the close of the show or the outbound cargo may not be released for pickup. Showsite material handling and deliveries or pickups that occur on the weekend or holiday are subject to overtime surcharges.
8. Exhibitors must contact Rock-It Cargo prior to the close of the event for instructions on how to properly complete the general contractor's outbound material handling agreement or form. Failure to do so will cause the cargo to be re-routed or sent back to the general contractor's warehouse.
9. Large and/or heavy shipments destined for the upper floors of any of the venues must comply with floor load limits and/or elevator size limits. If in doubt, please contact us in advance.

RATES & COSTS: Please provide sufficient information to us for a firm cost estimate:

Number of Packed Pieces of Cargo & Description of Method of Packing (crates, pallets, etc.)
Weight and Dimensions of Each Piece of Freight
Description of Contents, Value & Country of Origin (Where Made)
Type of Import Entry Desired (i.e., Carnet, Temporary or Permanent)
Mode of Transportation: Air, Ground, LCL Ocean, FCL Ocean
Estimated Date of Arrival
Special Handling Requirements
Return Freight Destination and Mode of Transport

Notes:

1. Outbound Truck, Air or Ocean Freight Charges: We can provide a cost estimate for each outbound shipment depending on the following factors: Weight, Dimensions, Customs Status, Mode of Transport: Air, Ocean, Truck, Level of Service: Expedited or Deferred, Equipment: Ocean Container (dry, open-top, flatrack), Flatbed, Liftgate, Air-Ride, etc., Special Requirements: Tarping, Blocking, Bracing, Inside Delivery, Overtime, Destination Airport, Port or City.
2. All outbound freight charges subject to fuel and security surcharges in effect at the time of shipping.
3. All freight rates given in cost estimates are valid for a maximum of 30 days from the date issued unless otherwise specified.
5. All showsite material handling services are provided exclusively by the official general contractor appointed by the show organizer. All showsite material handling services subject to the terms, conditions, limits of liability and instructions of the general contractor. We can pay these charges on a cost plus 20% basis and cannot be held liable for the timely and proper provision of such services.
6. The following items are charged as necessary: replacement value cargo insurance, port user or congestion fees, delivery coordination fees, translation, installation/dismantling labor, unpacking/packing labor, loading/unloading labor, heavy lift, other agency clearance fees, license fees, permit fees, special forms processing, overtime, courier costs, intensive examination costs, truck waiting time, storage, demurrage, warehouse handling or manipulation or any other service not otherwise mentioned.
7. All services subject to our [terms, conditions, limits of liability](#) and instructions. All services provided on straight time during regular working hours. Your actual charges may be higher or lower depending on the actual weight, dimensions, value, description, scope of work, schedule, mode of transport, handling requirements, method of packing and circumstances of the actual shipment. All rates in U.S. dollars.
8. Payment for services required in advance unless credit arrangements have been agreed upon in advance. Payments made by credit card are subject to a 6% convenience fee. Bank fees associated with payments made by SWIFT, ACH or wire transfer are for the account of the sender/payer. We do not accept payment via Zelle or PayPal. Payments can be made on-line at <https://rockit.global/make-a-payment/>.

Payment Instructions:

Wire/ACH to: Bank of America, 100 W. 33rd St, New York, NY, 10001
Domestic Wire Routing Number: 026009593
International Wire Swift Code BOFAUS3N
ACH Routing Number: 071000039

To the credit of: Rock-it Cargo, 1002 Lititz Pike, Ste 238, Lititz, PA, 17543, Account Number 8670809862