



## INTRODUCTION

We are pleased to inform you that DSV Air & Sea, Inc. has been nominated as an official recommended international freight forwarder and US Customs House Broker for PACK EXPO INTERNATIONAL 2024, November 3 - 6, 2024, in Chicago, Illinois.

In the following guidelines we outline all our services tailored to the needs of international exhibitors, participating at PACK EXPO International 2024. Our services include transportation to and from the USA, by airfreight and/or ocean freight, inland transport from the US port/airport to and from the venue and customs clearance services.

We will have personnel on-site in Chicago to assist with the smooth handling of your important shipments and we will act as a liaison to the general contractor to facilitate procedures for you and your on-site staff. Please read the following guidelines, carefully to avoid problems with US Customs, thus jeopardizing the timely arrival of your shipment at your booth at PACK EXPO International 2024.

### CONTACT INFORMATION:

**DSV Air & Sea, Inc.**  
**Fairs & Exhibition Dept.**  
**1300 N Arlington Heights Road, Suite 200**  
**Itasca, IL 60143**

**Mr. Herbert Kaltschmid – Cell: 1-650-455 8215**  
**Mr. Amy Bow – Cell: 1-650-866-9148**  
**E-mail: [events@us.dsv.com](mailto:events@us.dsv.com)**

International shipments will require special consideration NOT covered in the handling and shipping section of your exhibitor manual for PACK EXPO International 2024. DSV Air & Sea Inc. as your logistics partner is available to you and advise the best method of transportation to/from the USA, including recommendations for shipping lines, airlines and inland carriers. In addition, we will advise on the proper documentation required to facilitate customs clearance and delivery procedures.

### **DSV – Global Transport and Logistics**

With offices and facilities in more than 80 countries on six continents, we provide and run supply chain solutions for thousands of companies on a daily basis. Our reach is global yet our presence is local and close to our customers. Read more at [www.dsv.com](http://www.dsv.com)

The overall coordinating office for PACK EXPO 2024 International is:

DSV Air & Sea, Inc.  
395 Oyster Point Boulevard, Suite 420  
South San Francisco, CA 94080  
Mr. Herbert Kaltschmid  
Tel.: 1-650-238 1226 (direct line)  
Cell: 1-650-455 8215  
Fax: 1-650-869 5890  
E-Mail: [Herbert.kaltschmid@us.dsv.com](mailto:Herbert.kaltschmid@us.dsv.com)

## **CUSTOMS CLEARANCE**

The following types of US Customs entries are offered for importation into the USA:

- **Consumption Entry/Permanent Entry**

This type of customs entry is recommended on all items in your shipment, which will remain permanently in the USA – i.e. – giveaway items, such as brochures, small gifts to potential customers as well as machinery, which has been sold to US companies prior to shipment.

- **Trade Fair Entry (TFE)**

PACK EXPO International 2024 has been designated as a bona fide trade fair under the Trade Fair Act (TFA) of 1959, by the US Department of Commerce. Under the TFA, international shipments may enter the USA on a temporary basis without payment of duties for a period of 90 days. Within this time frame, shipments may be sold to US companies or they may be returned to their country of origin or any other destination outside the USA.

- **Carnet ATA**

A Carnet ATA may be used for all shipments, which are meant for re-export. Consumable/giveaway items should not be included in a Carnet ATA. Such items would have to be covered under a commercial invoice to be used for a consumption entry. US Customs will not accept a permanent entry from a Carnet ATA.

Remarks:

All shipments customs cleared under the Trade Fair Entry, will be customs cleared in the name of the show organizer (PMMI). These shipments will be covered by the trade fair bond. A continuous bond for such entries is not accepted by US Customs.

Shipments, which are cleared under consumption/permanent entries (consumables, giveaways and sold items), will be cleared in the name of the US Buyer or the exhibitor. US Buyers have the option to utilize their assigned brokers or they may use the DSV Customs clearance services. Overseas exhibitors without US Representation will be able to utilize the DSV clearance services, as well.

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## **TERMS OF DELIVERY**

To assure timely delivery to the exhibition-site dock, marshaling yard or advance warehouse, all shipments must arrive at the below mentioned dates at their designated US Ports and/or airports of arrival. PACK EXPO International 2024 has a target move-in schedule, which assigns each exhibitor a specific date and time, when the shipment may be delivered to the show venue. The first day of set up for PACK EXPO International 2024 is **OCTOBER 28, 2024**. Based on this information we recommend the following dates for arrival of shipments in the USA.

- International ocean freight LCL shipments October 11, 2024
- International ocean freight FCL shipments October 11, 2024
- International airfreight shipments October 11, 2024

## **DOCUMENTATION**

Separate invoices should be issued for each shipment and/or import mode (temporary import vs. permanent import). US Customs prefers that each exhibitor uses their in-house invoice forms, however, for your convenience, we have attached our “generic” invoice form, which includes all information; we require to perform the customs clearance.

In detail, please include the following information in your commercial invoice – all documentation must be issued in English language and each product must be identified by its assigned HS Code (HTS Number)

Consignee in the invoice:

PACK EXPO International 2024

c/o DSV Air & Sea, Inc.

Exhibitor Name: \_\_\_\_\_, Booth Number: \_\_\_\_\_ - Target Date: \_\_\_\_\_

McCormick Place – Chicago, IL

Notify on arrival – DSV – Fairs and Exhibitions – Chicago, IL

- Name, address and contact information of shipper
- On-site contact at PACK EXPO 2024 – name and cell phone
- Mode of transport (air and/or ocean)
- US Port/Airport of Entry
- Incoterms 2020 (i.e. DAP – DDP – etc.)
- Exact description of products, including model name and serial numbers
- HTS numbers – please refer to <http://www.usitc.gov/tata/hts/bychapter/index.htm>
- Type of packaging used for your products (crates, boxes, cartons etc.)
- Dimensions per shipping case
- Gross and net weight per shipping case
- Unit price per item and total value of shipment
- Name and address of manufacturer, if different from shipper \*\*\*\*
- Country of origin (country where the product was manufactured)

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### **Remarks and Restricted Items:**

\*\*\* DSV does not accept shipments arriving in the USA on a freight collect basis or shipped under terms such as “Ex Works” or “Ex-Factory” unless we have made prior credit arrangements with your company or your business partner in the USA. Without such arrangements, DSV in the USA will need to receive full payment of all charges, prior to customs clearance and delivery to PACK EXPO International 2024.

\*\*\*\* if any of your consumable/giveaway items for this show include any wearing apparel, such as T-shirts, baseball caps etc., we will need the full name and address of the manufacturer of such products, in addition to applicable forms, such as textile declarations.

Please refrain from sending any of the following items to PACK EXPO International 2024 in Chicago, unless you have the proper permits from the applicable US Government Agencies such as the FDA, USDA, ATF, DOT, EPA, FCC etc. Just to name a few of our OGA's involved in the importation of certain products:

- Any type of food and beverages
- Alcoholic beverages
- Tobacco products
- Cosmetics
- Pharmaceuticals and medical devices, instruments etc.
- Agricultural products, including flowers and seeds, wooden products
- Functioning parts of any type of conveyance, unless they are “true” dummy items
- Leather products and other clothing
- Radio transmitters or receivers
- Restricted telecommunication equipment
- Weapons and ammunitions

If you are not sure if any of your products could be import restricted, please contact us for further clarification. Thank you.

### **IMPORTER SECURITY FILING (ISF) – OCEAN SHIPMENTS, ONLY:**

Effective January 26, 2009, US Customs requires for all ocean freight shipments arriving via U.S. Ports are subject to Import Security Filing (ISF). Upon request DSV will be able to file ISF in your behalf, in which case we would require your Customs Power of Attorney Form and completed ISF Filing form (both forms are available upon request)

All ISF Filing information has to be submitted to US Customs, at least 3 days prior to sailing from the origin port. Failure to comply will result in late filing penalties of minimum US\$ 5000.00 per shipment. In addition, on late filings DSV will no longer be able to provide the ISF bond, in which case the Importer of the shipment (either exhibitor or US buyer) have to issue a Letter of Credit with US Customs being the beneficiary in the L/C. Late ISF filings will also result in delays at the ports and in delays with the customs release.

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Late filing penalties are directly issued and sent to the Importer of Record in the USA (either the exhibitor or the US buyer). For Carnet ATA's the penalty notice is being sent to the Carnet holder.

Please contact your local DSV representative or DSV Fairs & Exhibitions in the USA for more information. Detailed information can be found on <http://www.cbp.gov/border-security/ports-entry/cargo-security/importer-security-filing-102>

## **PACKING**

Please make sure that all your machines and show items are packed in re-useable cases, crates, boxes etc. This will facilitate packing and un-packing procedures and it will save you money, since re-useable packing is unlikely to be damaged during the unpacking at the beginning of the show. In detail, please allow us to make the following recommendations:

1. All cases or crates should be bolted as opposed to nailed or screwed. (Please include spare bolts in your shipment.
2. All cases or crates should be fitted with sling irons or skids
3. Center of gravity should be marked on all cases exceeding a weight of 1000 kg
4. If possible, do not use plywood as packing material for heavy machinery, since it cannot be properly repaired, once damaged
5. Machinery should be barrier bagged/vacuum packed
6. If machinery is bolted to the shipping skids, all nuts must be on the upper side of the base.

Effective September 16, 2005, the US Dept. of Agriculture (USDA) revised the import regulations for wood packing materials (WPM). The new regulation requires WPM coming into the USA to be treated and marked, accordingly. If your WPM is not properly treated and/or marked, your cargo is subject to immediate export from the USA. Please contact your local DSV office for further information or visit the following website for more information:

[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)

## **MARKINGS**

Each shipping case should be marked as follows:

Name of Exhibitor

c/o PACK EXPO International 2024 – Booth Number: \_\_\_\_\_, Target Date: \_\_\_\_\_

McCormick Place

2301 South Lake Shore Drive

Chicago, IL 60616 – USA

Made in: (Country of Manufacture)

No 1/up

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## CONSIGNMENT INSTRUCTIONS

All Bill of Ladings and Airway Bills must be consigned to

Name of Exhibitor

c/o PACK EXPO International 2024 – Booth Number: \_\_\_\_\_, Target Date: \_\_\_\_\_

McCormick Place

2301 South Lake Shore Drive

Chicago, IL 60616

### Notify Party:

DSV Air & Sea, Inc.

Fairs & Exhibition Dept/PACK EXPO International 2024

1300 N Arlington Heights Road

Suite 200

Itasca, IL 60143

### SHIPMENT PRE-ADVISES:

Once the shipment has been dispatched, please send your pre-advise to [events@us.dsv.com](mailto:events@us.dsv.com). The pre-advise should include the following information:

Bill of Lading and/or airway bill number

Vessel Name and voyage number – or flight number

Port/airport of departure – port/airport of arrival in the USA

Number of shipping cases – volume – weight – value

Temporary Import or permanent import (please specify)

### RETURN SHIPMENTS AFTER PACK EXPO 2024

During the exhibition our on-site staff will visit your booth to discuss the possible return of your exhibition goods to the country of origin or any other destination, outside the USA. In case your machinery had been sold, prior to the exhibition, we would also be able to arrange for the transport from Chicago to your buyer's facility within the USA.

For cost estimates on transport charges, please send all your inquiries to [events@us.dsv.com](mailto:events@us.dsv.com). We will be able to offer competitive pricing from Chicago to anywhere in the world via our ocean- or airfreight services.

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## **SOLAS/VGM – RETURN OCEAN FREIGHT – FCL SHIPMENTS**

Effective July 1, 2016, the International Maritime Organization (IMO) has issued a mandatory amendment to the International Convention for Safety of Life at Sea (SOLAS) Chapter VI, Part A, Regulation 2 – Cargo Information.

As the acronym SOLAS implies, the purpose of the rule is to maximize safety by properly developing strategic vessel load plans for weight distribution. The gist of the new regulation is that the shipper/exhibitor of a packed container received for transportation (gate-in or off rail) is required to provide the containers gross verified weight (VGM) to the ocean carrier and port terminal representative prior to its being loaded onto a ship. The vessel operator and the terminal operator will be required to use this VGM in vessel stowage plans and are prohibited from loading a packed container aboard a vessel for export, if the container does not have a VGM.

Since international exhibitors in the PACK EXPO 2024, will not have any opportunity to get the VGM for their return containers, DSV Air & Sea, Inc. will get the VGM Certification for return containers by having the containers re-weighed at certified VGM scales. To cover scale fees and administrative cost, DSV will charge a flat fee of US\$ 50.00 per container for VGM Certification.

## **INSURANCE**

We strongly suggest securing insurance coverage for your goods throughout the entire shipping process with a door to door coverage, including while on display during the PAXK EXPO 2024. If your exhibition goods are meant to be returned to origin, after the show, please make sure that the return transport is covered as well. On sold machines to US companies, the insurance coverage to the buyers' plant should be discussed with your buyer, as well.

DSV Air & Sea, Inc. will be more than happy to provide door to door insurance coverage for your valuable products. Please contact us for our competitive insurance services.

Please note that a shipment, which is located inside your booth or around your booth area (during set-up and tear-down) is considered as being in your custody, even, if your company representative is not in the booth. It is therefore, strongly recommended to have insurance coverage, while the products are on display and during the set-up and tear down periods.

## **TERMS AND CONDITIONS**

ALL BUSINESS UNDERTAKEN SUBJECT TO TERMS AND CONDITIONS OF DSV AIR & SEA INC.  
TEXT AVAILABLE UPON REQUEST.

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