



# World Stamp Show NY2016

May 28-June 4, 2016  
Javits Center

## International Shipping & Customs Clearance Guidelines

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**PIBL**

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# INTRODUCTION

**Phoenix International Business Logistics, Inc. (PIBL) has been appointed the Official International Freight Forwarder / U.S. Customs Broker for the 2016 World Stamp Show.**

We strive to offer each exhibitor exemplary service in concert with our overseas partners. By using PIBL's international network, your company can derive the following benefits:

- Alleviate potential transport and customs clearance problems and insure your exhibit is delivered on time.
- Increase the efficiency and reliability of the entire transportation process
- By establishing an account with a PIBL overseas agent, all charges for services incurred in the U.S. can be invoiced directly to you through our agent. Otherwise, payment for services must be collected from the exhibitor (or their freight forwarder) prior to the delivery of your shipment to the show site.
- PIBL will coordinate the customs clearance of all inbound freight through U.S. Customs and Border Protection (CPB) and will arrange timely delivery to the show site.
- Our licensed personnel are on-site before, during, and after the show to answer questions about customs clearance and to assist you with the re-exportation of freight after the show closing.

Should you have any questions regarding transportation or U.S. Customs issues, we invite you to contact us.

# U.S. CUSTOMS CLEARANCE PROCESS

All shipments arriving in the U.S. require clearance from U.S. Customs prior to release from the port, airport or terminal. In order for PIBL to affect customs clearance on your behalf, you must provide a company name under which PIBL can prepare the customs entry. This company can either be a U.S. resident company or an overseas non-resident company.

## What PIBL Needs to Act as Your Customs Broker for Cargo shipments

1. Completed U.S. Customs Power of Attorney Form (available upon request)
2. Import Freight Information Sheet (attached) - return this by facsimile or email to the PIBL coordinating office. If needed, consult with your freight forwarder on how to complete this form.
3. Contact name and phone number

**Note:** Customs clearance will take approximately 2-3 days. During this time, the freight must remain under customs supervision at the port of entry and under no circumstances can it be delivered to the show site.

## About The Power Of Attorney

The PIBL coordinating office must be provided a valid signed Power of attorney prior to export of your air cargo shipments. It is the exhibitor's responsibility to make available to PIBL all appropriate documentation for customs clearance. **Failure to do so may result in late filing fees and surcharges and/or late delivery to the show site.**

Blank Power of Attorney forms are available upon request.

## Timely Deliveries

Although PIBL will do everything possible to insure all shipments are delivered in time for the show, we cannot be held responsible for late or delayed delivery of shipments due to the exhibitor's failure to follow the provided procedures.

# TYPES OF U.S. CUSTOMS ENTRIES

## Permanent Entries

Permanent Customs entries are reserved for those Exhibitors who are expecting their freight to permanently remain in the United States. U.S. Duty and other applicable processing fees will apply. Shipments with duty liability of less than \$250.00 are automatically cleared as a permanent entry.

## Passenger Hand Carried Customs Entries

Exhibitors intending to hand carrying their collections and declaring the same to U.S. customs will need to arrange customs clearance with PIBL in advance. To provide this service, PIBL requires the following documents 3 weeks in advance of your flight scheduled to arrive between May 25 – 27. 2016.

- Passenger name
- Flight details
- Commercial invoice (See attached Blank Commercial invoice)

### **\*\* IMPORTANT NOTE \*\***

It is not recommended that merchandise intended for temporary or permanent entry into the U.S. be packed and shipped together. U.S. Customs will not accept a single customs entry for both permanent and temporary freight. We suggest that such freight be packed and shipped independently under separate commercial invoices and house bill of ladings. Questions on this subject can be forwarded to PIBL or our overseas agents.

# CONSIGNMENT INFORMATION FOR CARGO SHIPMENTS

Please insure that your international cargo shipments are sent on a prepaid basis, marked and consigned as follows.

## Consignee

Name of exhibiting company  
World Stamp Show 2016 / Booth/Bin #  
C/O Jacob Javits Center  
655 West 34th Street  
New York, NY 10001

## Notify

PIBL - Phoenix Int'l Business Logistics, Inc  
1201 Corbin Street  
Elizabeth, NJ 07201  
Attn: Phil Hobson/Sally Mulkeen  
Phone: 908.355.8900 Fax: 908.355.8883

## DEADLINES

Air Freight shipment arrival deadlines: Newark or JFK	May 15, 2016
Passenger Hand Carried Entry document deadlines	May 1, 2016

To insure timely delivery to show site, we recommend all shipments arrive in the U.S. by the above dates. PIBL will not charge intermediate storage for airfreight shipments that have arrived and are customs cleared within the above provided time frames.

*Freight arriving after the above dates will be charged additional fees based on services required to ensure timely clearance and delivery of your shipment to the show.* It is imperative that the coordinating PIBL office be pre advised of all incoming shipments prior to the freight's arrival in the U.S. If the above deadlines can not be met, please advise our office immediately so we can make arrangements to expedite the customs clearance and delivery of your shipment.

# REQUIRED DOCUMENTATION

The following documents must be available for Customs clearance of cargo shipments:

- Bills of lading or Airway bills. (*Express release Bills of lading only*)- No Originals.
- Signed Commercial/Proforma invoices in English, giving exact commodity description with Harmonized number, unit value and total value. (NO COMMERCIAL VALUE on Invoices is not accepted by U.S. Customs) – See attached Blank commercial invoice
- Completed and Signed Import Freight Information Sheet (Enclosed)
- Packing list in English (May be combined with the commercial invoice)
- Power of Attorney (Available upon request) Not required if you have worked with PIBL previously.
- Any applicable documents, licenses, insurance certificates

# RESTRICTIONS ON WOOD PACKAGING MATERIAL

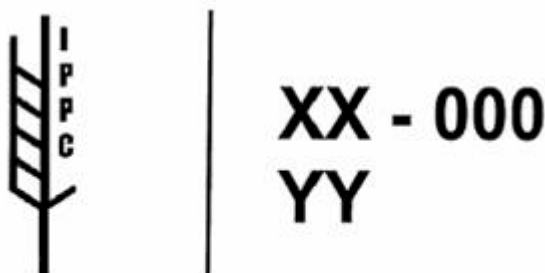
The United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) has revised its import regulation for wood packaging materials (WPM), 7 CFR § 319. The final rule was effective September 16, 2006 with full enforcement commencing on July 5, 2006.

The regulation restricts the importation of many types of untreated wood articles, including wooden packaging materials such as pallets, crates, boxes, and pieces of wood used to support or brace cargo. The regulations currently refer to these types of wood packaging materials as solid wood packing materials, defined as “wood packing material other than loose wood packing material, used or for use with cargo to prevent damage, including, but not limited to, dunnage, crating, pallets, packing blocks, drums, cases, and skids.” **Any WPM not meeting the treatment specifications of this rule will be immediately re-exported.**

The rule states that regulated wood packaging materials must be marked in a visible location on each article, preferably on at least two opposite sides of the article, with a legible and permanent IPPC mark that indicates that the article meets the new requirements. U.S. Customs is no longer accepting fumigation certificates as proof of fumigation. All fumigated WPM must be stamped with the IPPC stamp.

Should you have any questions regarding the wood packing material used for your exhibit, please consult your local PIBL agent, in house freight forwarder, or packing and crating company. Additional information on this subject can be found on the USDA Website:

<http://www.aphis.usda.gov/lpa/issues/wpm/wpm.html>



XX represents the ISO country code.  
000 represents the unique number assigned by the national plant protection organization.  
YY represents either HT for heat treatment or MB for methyl bromide fumigation.



## INTERNATIONAL COURIER SHIPMENTS

Successful customs clearance and delivery of international courier shipments can be a challenge. To reduce delays, additional expenses and possible non-delivery of your shipment, we suggest exhibitors utilize our customs clearance, receiving and delivery services. With correct consignee instructions provided to the courier, we can customs clear, receive, consolidate and deliver your shipment to the show. Our staff are available onsite to monitor and confirm your shipment is delivered to your booth. Please contact us to discuss the best method for handling courier shipments.

## U.S. CUSTOMS DUTY AND PROCESSING FEES

Merchandise entered into the Commerce of the United States is subject to duty, merchandise processing fees and, if imported via seafreight, a harbor maintenance fee. These duties/taxes will be estimated and invoiced by PIBL in accordance with the description provided on your commercial invoice. All U.S. Customs and service fees invoiced by PIBL must be paid prior to freight delivery to showsite.

Duty- Based on commodity description and rate of duty

Merchandise processing fee - .3464 % of FOB value (maximum USD\$ 485.00) Sea & Air

Harbor Maintenance fee - .125% of FOB Value - (No maximum) Seafreight only

Commercial/proforma invoices for **cargo** shipments must include the following information:

- A. Name of Shipper (Exporter or Manufacturer)
- B. Name of Consignee (Exhibiting Company C/O)  
**World Stamp Show 2016 – New York, NY**
- C. Dealer Booth Number or "Bin Room" for Commissioner shipments
- D. Complete description of merchandise
- E. Harmonized tariff number of each description
- F. Unit Value and total value (No Commercial value statements are not accepted by U.S. Customs)
- G. Invoices must be in English

A display booth with lights, panels, etc., can be grouped and shown as: (example)  
"Completed display booth and stand" 9403.20.0020 Value \$5,000.00

# INSURANCE

In our effort to best service our customers, we must inform you that the liability of your freight forwarders, customs broker and contracted carriers, as well as ourselves, is limited to \$50.00 per shipment under the Freight Forwarder/Customs Brokerage Industry's standard terms covering liability for physical loss or damage to your cargo. In the unfortunate event that your goods are damaged or lost while entrusted to PIBL and if our agents or we are determined liable for the damage or loss, our and their liability will be limited to \$50.00 per shipment.

If you do not wish to run this risk, you have two options. You may declare the value of the goods to us prior to shipment and we and our agents will charge you a significantly higher rate for our services, or you may procure insurance on your own, or through us, for the full value of the goods for the time the goods are entrusted to us and/or our agents, including international door-to-door coverage.

Generally, the premium for such insurance is much less than the higher freight rate that you will be charged if you choose the first option, declaring the higher value.

If you or your insurance broker has any concerns that your present coverage does not fully cover the value of your shipment in the event of loss or damage, please feel free to request full coverage of this shipment in writing to PIBL. Through our underwriters, we have the ability to insure your shipment for the value as indicated in your request.

If you do not wish to exercise either option, or if you are satisfied that the insurance coverage you have arranged through others and not through us is sufficient, you are acknowledging the fact that PIBL has not insured your shipment and has advised you of the liability limitation that will otherwise apply.

## PROHIBITED COMMODITIES

Certain commodities are prohibited from import into the United States. We strongly advise you refrain from shipping any items of clothing, hazardous chemicals, paint, or food/beverages with your shipment. However, should you find it necessary to import such merchandise, please send it separately and in advance of your primary shipment.

## OUTLAYS AND PAYMENT CONDITIONS

PIBL will advance funds on your behalf for expenses incurred in New York. Unless you have an established account with PIBL or a PIBL partner, these charges are expected to be paid prior to delivery of your shipment to showsite.

## PIBL'S OVERSEAS AFFILIATES AND OFFICES

PIBL urges all exhibitors to utilize the transportation services of our overseas partners and affiliates. These offices have familiarized themselves with these Guidelines and are in a position to invoice you directly for all destination and onsite charges. Utilization of the PIBL network will alleviate any delays in New York and increase efficiency of the entire transportation process. The full contact information for each office is enclosed. If an agent is not provided for your country, please contact PIBL for the office nearest your location.

# DEADLINES AND TARIFF

## A. Important scheduling notes

1. Phoenix is offering **free** storage of airfreight shipments arriving, cleared and picked up by the above provided arrival deadlines..
2. Cargo arriving after the above stated deadline dates will be charged additional fees based on the services required to insure timely clearance and delivery to the convention center.

## B. Inbound Cargo Shipments Charges

1. Terminal Handling charges and transfer of documents ..... As per outlay + 15% outlay fee
2. Customs clearance fees Permanent entries ..... US 150.00 p/entry
3. U.S. Customs exam services ..... as per outlay+ 15% outlay fee
4. Custom's exam coordination fee ..... US 75.00 per exam
5. Document messenger services, communication and Exposition  
Onsite staff supervision fee ..... US 125.00 p/shipment
6. Other Gov't Agency releases (If required) ..... US 35.00 p/entry
7. Additional Classifications (3 free) ..... US 7.00 each additional
8. Additional invoice (1 free) ..... US 15.00 each additional
9. Delivery from EWR/JFK airport or consol point, to ..... US 35.00 p/100 lbs  
Showsite dock. (Based on Greater of volume or weight) ..... US 250.00 Minimum
10. Trucker waiting time ..... US 75.00 per hour
11. US Customs bond fee: ..... US 6.50 per/USD 1,000.00  
Minimum Bond fee ..... US 75.00
12. Customs Duty, Merchandise processing fees ..... US As per outlay

### Passenger Hand Carried Clearance Charges:

1. Commercial Dealer Hand carried clearances ..... US 495.00
2. Commisioner Hand carried clearances ..... US 295.00
3. Customs Merchandise Processing fee ..... As per outlay to Customs

### C. Outbound charges for Cargo shipments

1. Export documentation:

Air .....	US	75.00 p/shipment
2. Onsite sea/air/domestic shipment coordination .....	US	75.00 p/shipment
3. Delivery from show site tower/JFK or consol point .....	US	35.00 p/100 lbs
(Including intermediate storage) .....	US	250.00 Minimum
(Based on Greater of volume or weight)		

Return Air/Ocean freight rates, terminal handling charges and rates for special services will be quoted on a case per case basis.

### D. Important Tariff notes

1. Rates exclude all U.S. Customs duty, taxes and/or Merchandise Processing Fees, any storage charges due to early arrival or delays beyond Phoenix's control, and charges related to the movement of freight once it arrives on showsite..
2. Unless prior arrangements have been made with our PIBL overseas affiliate, all freight charges must be settled prior to show opening. Failure to do so will result in a 2.5% outlay charge. Payment may be in the form of cash, American Express or Traveler's checks. *Company checks drawn on foreign banks cannot be accepted.* A 4% processing fee will be added to all invoices paid by credit card.
3. All merchandise brought into the exhibition center must be properly packed. Phoenix does not unload or load vehicles at the Convention Center so we can not be held liable for damage caused while unloading or loading. We highly recommend the use of wooden crates for all international and domestic shipments.
4. C.O.D./Collect fees/Oulays. Phoenix will invoice a 15% outlay fee for any/all monies outlaid on behalf of the exhibitor.
5. PIBL terms and Conditions of service are available upon request.

