

SHIPPING INSTRUCTIONS



Exhibition name	Winter Fancy Food Show 2017	Our Show reference	SFO17A01
Venue	Moscone Center, San Francisco	Sales Contact	Mark Saxton
Exhibition Dates	22 nd to 25 th January 2017	Operations Contact	Andy Cotton

CARGO DEADLINE DATES

Mode of transport	Deadline date ⁽¹⁾	Notes ⁽²⁾
LCL Seafreight	27 th October 2016	General cargo and ambient food and drink samples
Airfreight	15 th December 2016	General cargo and ambient food and drink samples
<i>Air Freight</i>	<i>10th January 2017</i>	<i>Chilled and frozen samples *Date subject to agreement</i>

¹ Please remember that the dates shown above represent that last date for receiving cargo at our Sheffield depot. Please allow 2 working days for transit from the United Kingdom point of origin to our premises.

² Dates provided are for "General Cargo" that can be described as non-restricted, non-hazardous and in-gauge cargo that can be loaded into General Purpose containers or scheduled commercial aircraft. If you have any items that do not fall into this category, please notify us in advance so that we can provide deadline dates for your exhibits.

CONTACT & DELIVERY INSTRUCTIONS SHEFFIELD WAREHOUSE

All **LCL Sea freight** and **Air freight** shipments are being received at our office & warehouse facility conveniently located in Sheffield. **FCL Sea freight** shipments will be loaded into the container at shippers own location.

Receiving address	Contact details
GBH Exhibition Forwarding Limited 10 Orgreave Drive, Handsworth, Sheffield, South Yorkshire, United Kingdom, S13 9NR Tel: 0114 269 0641	OPERATIONS: Any Cotton – andy@gbhforwarding.com SALES: Mark Saxton – mark@gbhforwarding.com

All **LCL Sea freight** and **Air freight** cargo needs to arrive at our receiving address by the deadline date shown above. If you want us to collect your shipment, please allow 2 working days for us to transfer the goods from your premises in the United Kingdom to our Sheffield warehouse. Goods from outside the United Kingdom will require more time to transfer.

DOCUMENTARY REQUIREMENTS

To enable us to perform customs clearance formalities on your behalf, we will require you to provide a set of documents to cover your shipment. As a minimum requirement, we will require a Combined Invoice & Packing List (CIPL) and will require additional documentation depending on the mode of transport and commodity of product you are shipping.

Combined Invoice & Packing List (CIPL)	1 Electronic copy (MS Excel template – on request)
Power of Attorney (POA)	1 original
Additional documentation	Refer to annexes 2 & 3 for details

It is possible that additional documentation will be required, depending on the commodity and nature of the exhibits and materials you are sending. We will be able to advise what additional documents are required once we have received a completed draft copy of the CIPL.

Please specifically note a new requirement for 2016: A Certificate of FDA Registration is required for all food and drink shipments. This is required prior to receiving shipments at our consolidation warehouse in Sheffield

Draft documentation is required 7 days in advance of the deadline date for the mode of shipment - Information on each document can be found in annex at the end of these instructions.

PACKING YOUR EXHIBITS

Please ensure that your goods are adequately packed for export shipment. It is your responsibility as the shipper of the cargo to ensure it is packed and secured in such a manner as to withstand transportation and handling to destination.

Packing materials that do not comprise Wood Packing Materials, such as Fibre, Ply and Particle boards, plastic pallets and loose cardboard cartons, do not fall under any specific regulations.

Please remember that Exhibition venues, no matter how secure they may appear, are ideal for casual or spontaneous thieves. When packing your shipment, consider how valuable and desirable your display and stand materials may be and ensure that valuable plasma screens, computers and similar items are securely crated and not easily identifiable.

While everyone concerned will take every possible precaution when handling your shipment, it is inevitable that at some point your cargo will be subject to some degree of stress. Sudden movements in vehicles while in transit as well as loading and unloading operations on ocean going vessels and commercial aircraft are all unavoidable and should also be considered when packing.

Ensure that all items are clearly marked with your company name, hall number, stand number, exhibition name, location, number of pieces, sizes and weight. A label template can be found at the end of these instructions.

Size restrictions do apply to enable loading into ISO Containers and commercial aircraft. We recommend that the following limits are used:

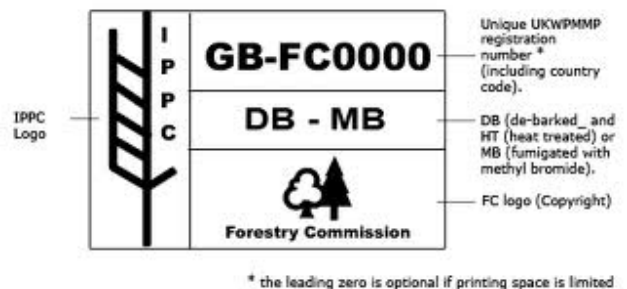
Sea freight: standard container doors have an aperture that allow pieces with a width of 230cms wide and 225cms high. If you have pallets or cases that have a length and width in excess of 230cms, please ensure that they are manufactured to allow lifting by a forklift truck on all 4 (four) sides.

Airfreight: Wide bodied aircraft (such as Boeing 747s) can accept a variety of Unit Load devices (ULDs) in various configurations. The main restriction to any one piece is that the height should not exceed 155cms. If you have any piece higher than this is or a piece with both length and width in excess of 220cms, the your shipment will need to be transported on a dedicated freighter with less frequent departures from the UK.

WOOD PACKAGING MATERIALS (ISPM15 REGULATIONS)

All Wood Packaging Materials (WPM) must conform to ISPM15 regulations and have been treated to prevent the spread of disease and insects that negatively affect plants and ecosystems.

The regulations cover all packing materials such as pallets, crates, cases and dunnage. All WPM should be manufactured from wood that has been debarked and then heat-treated or fumigated with methyl bromide and stamped or branded with a mark of compliance. Please see the example to the right.



MATERIAL HANDLING (DRAYAGE CONTRACTOR)

Our deadline dates have been set to allow time for the movement of your exhibits to the nearest port or airport to the exhibition, customs clearance formalities and subsequent transfer to the drayage contractors advance warehouse (if time permits) or direct to the venue. Once we have handed over the exhibits to the drayage contractor, you will need to maintain contact with them and ensure that your on-site requirements are met.

The organisers' appointed Material Handling agent and General Contractor for this show can be found in your Exhibitor Manual. You are free to use which forwarding agent you wish to ship, clear and deliver your cargo to the contractor, but they are the only organisation permitted to handle cargo at the exhibition venue.

You will be required to pay all material handling charges direct to the drayage contractor and you should refer to your Exhibitor Manual to complete the required forms and submit payment by bank transfer in advance or by credit card at the exhibition.

ALL RISKS INSURANCE

Please be aware that your goods are carried and handled entirely at owners' risk. Your shipment is NOT insured by GBH or any of our appointed sub-contractors. Please do not assume that your cargo is automatically covered. We strongly recommend that you arrange for your goods to be covered for all risks insurance from the moment your goods leave your works until they reach the final destination after the show has closed. **It is the responsibility of the owner of the exhibits or the exhibitor to ensure that cargo is adequately covered.**

We suggest that you consult your own insurers and verify that you are suitably covered. You may find that your shipment is covered by an existing policy or can be included on an existing policy for a small charge.

US CUSTOMS CLEARANCE FORMALITIES

US Customs & Border Protection (CBP) demand that all shipments destined for the USA are pre-manifested, in the same way that travellers are required to supply Advanced Passenger Information. It is therefore important that we receive documentation in advance of your shipment.

Once your shipments arrives in the USA, a customs entry will be submitted to customs for either Temporary or Permanent importation. Because the USA does not have a fiscal tax system similar to the VAT system we operate in the European Union and the duty rates for commodities are relatively low, we generally enter shipments for permanent importation which allows greater flexibility to return or leave (all or part of) the shipment in the USA after the exhibition. However, we do treat each shipment on its own merits and will consult with you if the potential duties are higher than the cost of sending a second shipment for temporary importation.

If all the documentation is in order and CBP do not request in physical inspection of the cargo, clearance can usually be completed within 3 days. If CBP do request a physical inspection of the cargo, which is always possible, clearance can take over a week to complete.

DELIVERY TO VENUE

Unlike most exhibitions and events in other parts of the world (most commonly Europe) where we have freedom of choice to use our preferred on-site handling agent, the Drayage Contractor (or Material Handling agent) is the only company permitted to handle shipments on site at the exhibition venue and is appointed by the Show Organiser.

Depending on when your cargo is released by CBP, we will deliver to either the contractors advance receiving warehouse or direct to the venue. While the costs imposed by the contractor are marginally more expensive via the advance warehouse, the advantage is that your shipment will be given priority delivery on the Target Date for your booth. If we must deliver your shipment direct to the venue on your designated Target Date, the vehicle delivering will have to wait until the warehouse materials (given priority) have been unloaded and must queue and wait for unloading with many other direct delivery vehicles. If the vehicle has to wait more than an hour, hourly waiting time charges are imposed which can work out more expensive than the additional handling cost via the advance warehouse.

RESTRICTED AND BANNED PRODUCTS

It is your responsibility as the shipper and owner of the cargo to ensure that all items comply with the relevant regulations for the type of product or equipment you are sending. Even though your shipment is destined for a trade show or exhibition, all items must comply with US regulations governing the items concerned. For example, foodstuffs must comply with FDA regulations.

Certain products are permitted entry, but must undergo additional procedures prior to importation. This includes commodities such as textile (clothing, cleaning cloths, etc) that require a textile declaration, foodstuffs that must be accompanied by health certificates and be submitted to the FDA, toiletries and cosmetics that must be submitted to the FDA also, electrical equipment (flat panel TVs, DVDs, etc) that require an FCC declaration form to be completed. These are common examples, but other declarations are required for items such as wood products, pharmaceuticals, paint.

Unless they are your primary exhibit, in which case we will require prior notice to verify whether they can be imported, do not ship any Telecommunications equipment, Toys, Live Animals, Alcoholic beverages, Cultural artefacts, Defence articles or "Dual-Use" items (Military equipment and firearms, etc.), Precious metals and stones, medication, merchandise from Embargoed Countries or any item that infringes trademarks or copyrights in the USA. This is not an exhaustive list and we assume that you are aware of the restrictions relating to your merchandise.

SALE OF GOODS AND EQUIPMENT IN THE USA

You are permitted to sell your products or equipment in the USA as long as no restrictions are imposed by CBP or any other government agency, such as the FDA. Restrictions that may be imposed are for goods covered by ATA Carnet or goods entered for temporary Importation. In these situations, all cargo covered by these procedures must be re-exported from the USA after the exhibition.

Goods entered for permanent importation can be sold to buyers in the USA from your booth. The buyer can arrange collection from the show venue by their own carrier or we can arrange delivery on your behalf. Please remember that some shows do not permit the open sale of products on the show floor and you should consult the event organisers exhibitor manual for restrictions that they impose.

If you do wish to sell your equipment and the shipment has been entered for permanent importation, please remember that you have paid import duty and should consider trying to factor in this amount in your sale price

POST-SHOW HANDLING SCHEDULE

It is important that our either our agent or ourselves are informed of your post-show shipping requirements before the close of the show. In most instances, a representative will visit you on your booth. Occasionally, it is not possible for a representative to visit you on the show floor because of restrictions and security measures imposed by the venue or organisers. You are therefore urged to contact our local representative (details of which will be advised in advance of the show) on the morning of the last day of the show if no one has visited you on your booth.

Under normal circumstances, cargo returning to the United Kingdom after the show can expect to arrive back at your premises approximately 10 days after the show by airfreight and up to 7 weeks after the show by seafreight. Actual transit times can vary either way and these should only be used as a general guide.

If you do require your cargo to be returned or reach an onward destination by a specific date please ensure that we are notified prior to the export shipment so that we can check that the deadline is achievable and so that the necessary bookings and arrangements can be made.

IMPORTANT TERMS & CONDITIONS

We draw your attention to the fact that our liability and that of our agents' ceases once the cargo has been handed over to the drayage contractor at their warehouse or at the show dock.

Liability for return transport commences with collection of the exhibits from the drayage contractor at the show dock or their warehouse, even if the shipping documents were handed in at the forwarding agents office or to a representative prior to collection. Whilst every effort will be made to clear the goods from the show venue as speedily as possible upon closure of the exhibition, we cannot accept responsibility for any goods left on the booth without the supervision of your stand personnel.

GBH Exhibition Forwarding Limited is a freight forwarder and all business undertaken is in accordance with the trading conditions of the British International Freight Association (2005A edition) Details of which can be found on our website and a copy is available on request. Our company does not operate its own vehicles, containers, aircraft or vessels. Where carriage is undertaken by these modes of transport, the carriage will be subject to the terms or conditions or obligations of that carrier.

In the event of any disputes concerning alleged carriers liability in connection with loss, damage, delays, etc., necessitating insurance claims, there shall be no right of set off against outstanding moneys due to GBH Exhibition Forwarding Limited for the services rendered.

INVOICING POLICY AND TERMS OF PAYMENT

It is our standard policy to submit invoices immediately after the provision of each part of the movement. You can expect to receive our first invoice for the movement from the point of receipt of your cargo (your premises or our receiving warehouse) through to the drayage contractor at their advance warehouse or the exhibition venue. We will then submit a further invoice from collected the exhibition venue to the ultimate delivery address. A further invoice will then be submitted to cover other incidental expenses such as customs duties, waiting time charges, packing costs and additional handling services that you may have requested.

Unless otherwise agreed in advance, all invoices submitted are paid in full, 7 days after the date of invoice.

Material handling charges levied by the drayage contractor (Material handling contractor) must be paid to them direct .

ANNEX 1 – MANDATORY DOCUMENTATION

Combined Invoice & Packing List (CIPL)	1 electronic copy (MS Excel format)
<p>The CIPL is a standard document, supplied in MS Excel format, that provides HM Revenue & Customs in UK and the Border Protection Agency in the USA with the primary declaration of what you are shipping. The CIPL indicates the name of the Shipper, the Name of the exhibitor at the exhibition and full details of the items being shipped including Customs Commodity codes and a declaration of value.</p>	
Power of Attorney (POA)	1 original
<p>Our Customs Broker in the USA will require a Power of Attorney in their favour. The POA is used to give authority to our broker to act in all matters related to the import and export of your shipments in the USA. This is a standard format document that will need to be provided in original format having been duly completed.</p>	

ANNEX 2– POSSIBLE ADDITIONAL DOCUMENTATION

ATA Carnet	
<p>For high value shipments entering the USA on a temporary import basis, you have the option of providing an ATA Carnet. Commonly referred to as a “Passport for goods”, ATA Carnets can be obtained from your local Chamber of Commerce and can only be used for exhibits and equipment that will be re-exported from the USA after the show. You cannot include promotional giveaways, consumable materials or literature on these documents.</p>	
Textile Declaration	
<p>This is a standard layout that needs to be transferred onto a company letter-headed sheet of paper. There are several fields contained on the form which must be completed to show the country of origin, composition of the product and the number of items.</p> <p>If you declare any cleaning materials, such as Dusters purchased from a UK supermarket, this form will be required to cover those materials.</p>	
FCC Form 740 (Radio frequency devices) declaration	
<p>This is a standard layout document that needs to be completed when you are sending any items that emit electronic interference. This includes items such as Flat panel televisions, computers, CD & DVD players and similar articles. If you do wish to send such items, please can you ensure that, prior to packing your shipment, you make a note of the manufacturers name, the model of the product and where possible locate the FCC code from the product package or on the manufacturers markings. If you a viewing these instructions on a desktop computer with a branded monitor, have a look for the FCC logo (which actually looks like FC) for an idea of what you are looking for.</p>	
Lacey Act (Plant & Plant product) declaration	
<p>If any part of your shipment contains items manufactured from wood or any plant product you will be required to complete this form. Products covered under the Act include Lumber, wood pulp, bulk paper and paper-board, furniture, tools, umbrellas, sporting goods,, musical instruments, products manufactured from plant-based resins, boats, cars, trains, planes, pharmaceuticals & textiles. A list of the applicable tariff headings that the Act applies to is available on request.</p>	
Toxic Substances Control Act (TCSA) declaration	
<p>The US Environmental Protection Agency (EPA) require a declaration to be submitted for all products containing toxic or hazardous materials. This includes basic items such as aerosols, paints and ink pens. Again, this is a standard layout form that needs to be printed on a letter-headed sheet of paper.</p>	

ANNEX 3 – FOOD AND DRINK SAMPLES

Introduction	
<p>The US Bioterrorism Act were written into US legislation following the terrorist attack of 11 September 2001. This tightened regulations and gave the FDA greater powers to control the importation and manufacture of products and materials for sale and use in the USA.</p> <p>We must assume that, as a company interested in exporting products to the United States, you have investigated the market and are aware of the regulations that are in place.</p> <p>Please do not assume that as you are sending samples for an exhibition, with no commercial value, that the regulations will be relaxed. This is not the situation and the same regulations apply to sending a 10kg carton of samples as well as a 10,000kg container load.</p>	
FDA Registration	
<p>The US Food & Drug Administration (FDA) have strict controls on the importation of food and drink products, amongst other commodities, into the United States. In simple terms, food and drink products can only be sent by companies that have registered with the FDA. That is not only the producer of the products, but also the production facilities involved. So if you have products manufactured for you by another company, not only do you need to be registered but also the production facility.</p> <p>If you have not already registered, please go the FDA website and register the facilities at</p> <p>http://www.fda.gov/Food/GuidanceRegulation/FoodFacilityRegistration/default.htm</p> <p>http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/FoodDefense/ucm331959.htm</p> <p>We require a copy of your Certificate of FDA Registration prior to receiving your samples in Sheffield.</p>	
FDA Product codes & HS Codes	
<p>Once you have registered your facilities, you will need to use the FDA ORA Product Code Builder to create a product code that identifies the product in the FDA system. The product code builder can be found at:</p> <p>http://www.accessdata.fda.gov/scripts/ora/pcb/pcb.htm</p> <p>This product code is not to be confused with the more standard customs tariff code (HS Code or Harmonised System Code). The HS Code is also required.</p> <p>For example, the FDA product code for Condensed Cream of Mushroom soup packed in metal cans is 38 G E E 19. Whereas the HS code is 2104100090.</p>	
Documentation	
<p>In addition the mandatory CIPL and POA (See Annex 1), all food and drink products will require a health certificate. For most products, a health certificate from you local health authority will suffice. However, certain products require a DEFRA health certificate. A list of the current certificates that DEFRA provide can be found on their website at:</p> <p>https://www.gov.uk/exporting-live-animals-or-animal-products-to-non-eu-countries Click link under the heading Getting an Export Health Certificate (EHC)</p> <p>Some products, such as alcoholic beverages, require a liquor license in the USA. The process for importing under an existing liquor license can be arranged with advance notice.</p> <p>You may also be required to provide additional documentation if required by the US FDA, such as Phytosanitary Certificates for plant based products (such as tea) and lists of ingredients or certificates of analysis. In some cases, customs may wish to perform their own analysis of products before releasing the products for the exhibition.</p>	
Product labelling	
<p>Finally, please ensure that all products comply with current packaging and labelling regulations</p>	

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