

OFFICIAL SHIPPING INSTRUCTIONS



26 – 28 June 2019

Miami Beach Convention Centre, Miami Beach, FL

1. Introduction

GT Exhibitions Ltd kindly request for you to read these shipping instructions and guidelines very carefully concerning freight logistics to the **FIME 2019** exhibition being held at the Miami Beach Convention Centre, Miami Beach, Florida, USA. This is essential in order to avoid any problems or delays with clearance and transportation of your goods.

For this exhibition GT Exhibitions Ltd has been appointed as the Official International Freight Forwarder and Customs Clearance Contractor.

Any Domestic US Shipments will be handled by the Official Contractor – Expo Convention Contractors Inc.

We will be pleased to assist you with any questions that you may have.

GT Exhibitions ME

Building 2020, M2, Office 220

Al Waha Street

Off Sheikh Zayed Road, Al Quoz

Dubai, UAE

Tel: + 971 (04) 3213235 / Fax: +971 (04) 3213245



Contact:

www.gtexhibitions.com

Tybano Gowray tybanogowray@gtexhibitions.com

George Nassif georgenassif@gtexhibitions.com

Michael Tremain michaeltremain@gtexhibitions.com

All business transacted in accordance with our General Trading Conditions, copy is available upon request. Business with third parties is made by the company as an agent of the company.

2. Consigning of shipments & deadline dates

International Airfreight and Seafreight shipments

International Airfreight shipments should be sent to **Miami, FL - MIA Airport only.**

International Sea freight shipments should be sent to **Miami, FL-MIA Sea port only.**

The Air waybill and Bill of Lading must be consigned per below:

DIRECT MAWB / MBL	
Consignee: C-AIR INT'L, INC FIME 2019 c/o (Exhibitor Name) Miami Beach Convention Center 1901 Convention Center Dr. Miami Beach, FL	Notify: TWI Import Services, c/o C-AIR INTL'L, INC. Tel: +1 (702) 691-9000 USA@twigroup.com

International **Air freight** shipments should arrive MIA Airport no later than the **Tuesday 4th June 2019.**

International **LCL Sea freight** shipments should arrive Miami, FL-MIA Seaport no later than the **Tuesday 28th May 2019.**

International **FCL Sea freight** shipments should arrive Miami, FL-MIA Seaport no later than the **Sunday 2nd June 2019.**

Arrival Notes:

- The advance warehouse receiving deadline has been estimated for **Friday 14 June 2019.** This date is subject to change at the discretion of the drayage contractor. Please verify dates prior to dispatch of your freight.
- U.S. Customs will be closed on the 4th of July in observance of a U.S Holiday.

Important Note: -

We cannot clear cargo that has not been consigned in the above manner.

Total number of pieces, total gross weight & total volume of the freight must be clearly indicated on the waybill.

Separate house waybills must be issued for each individual exhibitor, when consolidated.

Temporary and Consumption goods must be packed, documented and shipped separately on individual air waybills

Failure to separate items and not send on individual HAWB's will result in a consumption duty paid customs entry with all duty/taxes for the complete shipment being billed back to the respective exhibitor or contractor.

Licensed items should be packed & labeled separately from non-licensed items. If conditions require licensed items to be co-mingled with non-licensed items, the entire shipment will be subject to handling conditions for licensed shipment. See Link-Military & Dual Use Items, Alternative please contact GT Exhibitions for further details.

A 30% outlay commission will be imposed on all "Freight Collect" consignments.

Important – Please ensure you send a pre-alert to GT Exhibitions.

Attn: Tybano Gowray & George Nassif & Michael Tremain, via email to Tybanogowray@gtexhibitions.com & Georgenassif@gtexhibitions.com & michaeltremain@gtexhibitions.com

Pre-alerts must include the below

- Master Air or Sea waybill
- House Air / Sea waybill (if applicable)
- Commercial Invoice and Packing List in Excel Format
- Any other necessary Customs documentation that may apply or if required.

For All Shipments

It is recommended to email copies of the commercial invoices to our offices prior to shipment in order to check if there are any restrictions on the products or if there are any special import permits required.

MANDATORY ISF FILING (OCEAN SHIPMENTS ONLY)

An ISF form MUST be e-mailed to tybanogowray@gtexhibitions.com & georgenassif@gtexhibitions.com & michaeltremain@gtexhibitions.com & USA@twigroup.com at least 7 days prior to the vessel's departure from origin.

U.S. Customs has begun imposing fines for non-compliance of upto **US \$ 20,000.00**.

Please contact GT Exhibitions for further assistance or question regarding ISF Filing.

DO NOT TENDER SHIPMENTS TO THE CARRIER WITHOUT PRIOR APPROVAL FROM GT EXHIBITIONS. YOU WILL RECEIVE AN ISF TRANSACTION NUMBER FOR YOUR CONSIGNMENT.

We strongly recommend that you ship on a direct service to the above mentioned port in order to avoid delays in transshipment, etc.

Failure to comply with the arrival deadlines may result in non-delivery, late delivery of goods and additional surcharges which GT Exhibitions Ltd cannot be held responsible for. At the same time, any sea/airport storage and demurrage incurred as a result of this shall be debited to the account of the freight agent/exhibitor.

Cargo arriving after the deadline dates as mentioned above will be subject to a **50 % late arrival surcharge** on the basic handling tariff. In such cases we, GT Exhibitions Ltd, will make all reasonable efforts to ensure delivery before the show opens, however, we cannot guarantee delivery before the opening of the exhibition. The surcharges will apply regardless of the delivery date to the show site.

3. Documentation required for Customs clearance

For Customs clearance purposes, we require 5 copies of a commercial invoice / packing list in English, showing weights, sizes and values. All invoices must show the Country of origin and specify temporary or consumption importation.

Commercial Invoice & Completion

A separate commercial invoice and packing list must be created for temporary and consumption items (which must also ship on separate HAWB's).

Please note: Stand materials are NOT eligible for a temporary import in the U.S. You can contact GT Exhibitions for additional information and assistance in reviewing your paper work.

For sea freight containers we require a copy of the fumigation Certificate and a letter from the shipper stating that only wood, free of bark, correctly heat treated and showing the IPPC stamps has been used for the goods being sent.

The Solar program (VGN Cert.) is another regulation that has come into place and we will require a copy of the weight verification certificate once the container has been loaded at origin and departed on the vessel.

Types of Customs Entries

- 1) Consumption duty-paid entry: This is the most common method of entry and must be used for all stand fittings.
- 2) Temporary Import Bond: This entry can only be used for exhibit/product samples. U.S. Customs will not allow stand fittings to be entered as a temporary import under a TIB.
- 3) ATA Carnet: U.S. Customs accepts ATA Carnet

Other Government Agencies

FCC: A FCC Form must be submitted for most electronics, including computers, TV's, printers, etc.

FDA (laser components): A Radiation Control Form, must be submitted for any item containing a laser diode, including laser devices, LED, x-rays, etc.

FDA (Food & Beverage): Additional information is required when shipping food items to the USA. All commercial invoices and documentation need to be email to GT Exhibitions at least 3 weeks prior to the dispatch of the goods from Origin for checking and approval. Please do not ship such items without the approval/go ahead from GT Exhibitions.

OTHER Government Agencies Information

Links to all/additional forms from all government agencies that apply to your goods can be requested from GT Exhibitions, who will be more than happy to check and assist.

All shipments being imported into the U.S. may be subject to inspection by Customs officials and matched against the Customs invoice / packing list provided. Please do not place any items in your shipment that do not appear on your invoice / packing list. Inaccurate or untrue information on these documents will result in penalties and / or seizure. Any applicable fines will be invoiced as per outlay plus 15%.

4. Controlled items in the U.S.A.

Many commodities are subject to additional controls by the U.S. Government agencies. The following are some of the more common items requiring additional documentation, permits or licenses before importation will be allowed:

Alcohol; tobacco; foodstuff; plants; seeds; items used in preparation, distribution, or serving of food; clothing; textiles; any items containing leather or animal parts; transmitters and receivers; certain telecommunication equipment; TV or computer monitors; toys; chemicals; medicine; drugs; medical equipment and appliances; weapons and ammunition, “defence” related items; motor vehicles and parts; nuclear material and its by-products.

Please contact GT Exhibitions for additional instructions if you intend to include items such as these in your shipment.

5. Case markings / Packing / Fumigation rules

All packages should be clearly marked as follows:

FIME 2019

Miami Beach Convention Centre

1901 Convention Centre Drive

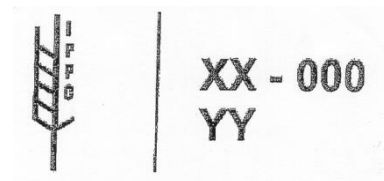
Miami Beach FL

For: (Exhibitor Name)

(Booth No.)

1 of _, 2 of _, etc.

Gross Weight: _____ Kgs.



All wood packaging must be heat treated in compliance with IPPC Standards and Stamped accordingly.

This includes crates, pallets, cases, skids, and dunnage. Shipments packed in non-treated and unmarked wood material will not be permitted entry by U.S. Customs and will be re-exported at the shipper’s expense.

Fumigation / Treatment must be performed in the exporting Country. Sea freight shipments must be marked and Phytosanitation Certificates provided before the container will be Steamship released.

The U.S. Department of Agriculture enforces federal laws protecting wildlife, including enforcing civil and criminal penalties for the illegal trade of animals and plants, including wood. Any product made of wood, especially furniture, are subject to Lacey Act requirements and a Plant and Plant Product Declaration Form must be completed.

Further information on fumigation and a link to the Lacey Act Form can be sent on request.

6. Temporary imported goods sold or not re-exported

Exhibits / materials entered under the local temporary import procedure are subject to control and examination by U.S. Customs at the port / airport of entry for both inward and outward movements. Any exhibits remaining in USA after closure of the exhibition are subject to duties and / or taxes. Payments must be guaranteed prior to removal of goods from the exhibition venue.

7. Insurance

You are strongly recommended to check with your all risk Insurer that you are fully covered for all the work we may undertake on your behalf and to advise them of our conditions. As our Tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges.

It is the responsibility of each exhibitor/client to arrange a Full Marine (Transport) Insurance covering transport of your goods from your domicile to the exhibition, and the return of the same back to your domicile at the end of the show, including the period your exhibits/goods are handled by GT Exhibitions Ltd. Please also ensure that the Marine (Transport) Insurance is arranged for the exhibits/goods sold locally during the exhibition.

GT Exhibitions Ltd will not accept any liability towards any loss/theft/damage of your exhibits/goods.

8. Payment

Inward: Upon uplift of goods, prior to delivery to stand.

Outward: Upon presentation of invoice/prior to delivery of shipments.

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset. Personal or foreign cheques are not accepted. Payment can be made by cash, Bank draft or telegraphic transfer to our account, details as follows: -

Payable to :

Beneficiary Name: GT Exhibitions M.E. FZ LLC.
Bank Name: Emirates NBD
Branch : Al Barsha Branch (Branch Code -1379), Dubai
Account No. (USD): 1024514753102
IBAN No: AE600260001024514753102
Swift Code: EBILAEAD

(Remitting bank charges are to be borne by the respective agent/exhibitor)