

**INTERNATIONAL FREIGHT FORWARDER / CUSTOMS BROKER**

**MAGIC, PROJECT, POOL, SOURCING**  
**Las Vegas Convention Center and**  
**Mandalay Bay Convention Center**  
**AUGUST 2015**

Kuehne + Nagel, the recommended intl'l freight forwarder and customs broker for MAGIC, PROJECT, POOL, SOURCING August 2015, would like to present the following guidelines and requirements for use in shipping your samples and exhibit materials to Las Vegas, for the August 2015 show. . **Kuehne + Nagel is a licensed customs broker** and best suited to handle your international shipments.

**1. Official International Freight Forwarder / Customs Broker**

Kuehne + Nagel, Inc.

20000 S. Western Ave.

Torrance (L.A.) CA 90501

Attn: Mr. Armin Zertor

Mr. Lyndon Labasan

Tel. 310-213-4347 Fax 310-641-9585

e-mail: [armin.zertor@kuehne-nagel.com](mailto:armin.zertor@kuehne-nagel.com)

[lyndon.labasan@kuehne-nagel.com](mailto:lyndon.labasan@kuehne-nagel.com)

**Kuehne + Nagel has over 1000 offices around the world. Please inquire with Kuehne + Nagel Torrance (LA).**

**2. Documentation Requirements – ISF FOR OCEAN SHIPMENTS****\*\*\*\*Prior to Vessel Sailing\*\*\*\***

US Customs has a new law that requires 10 data to be transmitted to them before sailing or the penalty To the shipper could be \$5000-\$10000. AN ISF form must be completed and **emailed to KN for filing at least 3 days before sailing**. Please Obtain the updated and appropriate forms from Kuehne + Nagel.

Customs Power of attorney must also be completed and sent with ISF form to give us permission to File the ISF and to process customs clearance activities.

**Ocean freight** - All original documents must be received in our office a minimum of one week prior to the arrival of the vessel. It is recommended that copies of the documents be faxed or emailed to us as soon as they are available so that we may initiate handling procedures and check document requirements of U.S. Customs

1 - Ocean Bills of Lading or Airwaybills

1 - Signed Commercial / Proforma invoices (**in English**), giving detailed commodity description, HTS Number/Classification., unit value and total value.

1 - Packing Lists (**in English**) indicating dimensions, net weights and contents of each shipping case/carton.

1 - **Important** - **ORIGINAL** Power of Attorney.  
(See paragraph 7)

**Air freight** - All original documents should be attached to the Air waybill. We kindly ask that copies be faxed to us prior to packing and shipping so that we may initiate handling procedures and check document requirements of U.S. Customs.

**Commercial documents should be forwarded to Kuehne + Nagel for review prior to the goods leaving the factory or warehouse overseas.**

\*\*\* VERY IMPORTANT \*\*\*

Documentation for importation of textiles and jewelry requires special consideration. If you plan to import textiles for the show, please fax or email Kuehne + Nagel in Los Angeles copies of all documents you intend to use for import into USA. We will review and advise if additional documents or revisions to your current documents are required. **FAILURE TO DO SO MAY RESULT IN YOUR SHIPMENT NOT MAKING THE SHOW.**

**Invoice Requirements for importation of Wearing Apparel:**

- A) All invoices for textile wearing apparel should indicate whether they are for men, women, boy's or girl's; a component material breakdown in percentages by weight for all component fibers present in the entire garment; separate breakdowns of the fibers in the outer shell (exclusive of linings, cuffs, waistbands, collars, and other trimmings) and in the lining.
- B) For garments which are constructed of more than one component or material (combination of knits and not knit fabric or combinations of knit and / or not knit fabric with leather, fur, plastic including vinyl, etc.), the invoice must show a fiber breakdown in percentages by weight for each separate textile material in the garment and a breakdown in percentages by weight for each non-textile material for the entire garment.
- C) For woven garments, invoice must indicate whether the fabric is yarn dyed and whether there are "two or more colors in the warp and / or filling."
- D) For all-white T-shirts and singlet's, invoice must indicate whether or not the garment contains pockets, trim, or embroidery.
- E) **A Textile Declaration is no longer required. The actual manufacturer name and address has to be on the proforma invoice and goods may be subject to quotas.**
- F) **Certain wearing apparel and fabric from Russia may be subject to quota (VISA). Check with K+N LAX before you ship your goods.**

\*\*\* A.T.A. Carnet – If it is determined that your goods will require a VISA and you are not able to obtain it, there is NO other alternative.

If your goods will definitely be re-exported after the end of the show, we highly recommend Mutilating, marking, perforating your textiles .

Please contact Kuehne + Nagel, Los Angeles for all details.

For commercial samples see information on this link ->

[http://www.cbp.gov/linkhandler/cgov/toolbox/legal/informed\\_compliance\\_pubs/icp066.ctt/icp066.pdf](http://www.cbp.gov/linkhandler/cgov/toolbox/legal/informed_compliance_pubs/icp066.ctt/icp066.pdf)

- G) U.S. Customs Department of Fish and Wildlife may require a "CITES" Certificate specifying scientific name of species, common name of species, country of origin of species, etc.
- H) **Country of origin of all items must be shown on invoice and the name and address of the manufacturer, for each and every item.**
- I) **Certain wood products where applicable may be subject to the Lacey Act. Please check with KN LAX & section 8 if your goods contain wood products.**
- J) CPSC – articles for infant and children require a certificate of conformity (CoC) which will illustrate the lead content color.

**3. Customs Clearance / Exam**

All shipments imported into the U.S.A. require clearance through U.S. Customs prior to release from the port, airport, rail, or truck terminal and are subject to intensive examination by U.S. Customs. Any charges incurred for intensive customs examination will be charged as per outlay along with KN coordination fee of \$100.00. All materials being re-exported are subject to customs examination, shipping cases should allow for easy access.

**4. Consigning Information**

Your shipment should be sent on a **Prepaid basis, Marked and Consigned as follows:**

Company name/Address of Importer (Fill in)

c/o Exhibiting company name (Fill in)

Booth# (Fill in)

c/o MAGIC or PROJECT or POOL or SOURCING 2015

c/o GES Exposition Service

Las Vegas Convention Center or Mandalay Bay Convention Center (choose one)

Las Vegas, NV 89109

**Kuehne + Nagel, Inc. is acting as an agent and should be listed as the Notify Party.  
Under no circumstance should we be listed as the Consignee.**

Notify:

Kuehne + Nagel, 20000 S. Western Ave., Torrance, CA 90501

Attn: Lyndon Labasan / Armin Zertor

**5. Port / Airport of Entry and Deadline Dates**

Ocean Freight: Port of Los Angeles/Long Beach **July 28, 2015**

Air Freight: Los Angeles Int'l Airport (LAX) **August 4, 2015**

**Shipments arriving after the above dates will be handled on a special basis, however, no Guarantees can be given that U.S. Customs will release the shipments in time for the move-in of the show.** If you are unable to meet the deadline dates, please notify Kuehne + Nagel **immediately so that special** arrangements can be made due to late arrival.

**6. Insurance**

We strongly recommend that your shipment be insured for the transport to the show, duration of the show and for the eventual transport of your goods to the overseas destination. We can provide you with insurance upon written request. Please contact your local KN office and / or directly to;

NACORA Insurance Brokers, Inc., 10 Exchange Place, 19th floor, Jersey City, NJ 07302

Tel. 201-413-0535 / 201-413-5728

Fax 201-413-0660

**7. Customs Power of Attorney**

**The Importer of Record must issue Power of Attorney to KN. Please go to the below mentioned web link under documents for a blank Power of Attorney form that can be filled out.**

[http://www.kn-portal.com/locations/north\\_america/united-states/](http://www.kn-portal.com/locations/north_america/united-states/)

**If KN does not have an "Original valid" Customs Power of Attorney, the shipment cannot be cleared through U.S. Customs nor can be file ISF 10+2.** In order to clear goods through U.S. Customs, a power of attorney is required by KN, to act on an exhibitor's behalf in the customs clearance process. The Power of Attorney, along with Commercial Invoices / Packing Lists, are required for customs clearance and must accompany the shipment / documents.

**8. Commodities** (See paragraph 2)

Certain commodities are prohibited from import into the U.S.A., or, are on a quota basis.

**Do not ship alcohol, tobacco products, foodstuff, textile items (See paragraph 2), T-shirts (See paragraph 2) /.** If you are not sure that your goods can enter the U.S.A. without special clearance / documents through other U.S. Gov't Agencies, please contact KN - Los Angeles.

**\*\*\*\*\*Plants or Plant Products\*\*\*\*\***

The U.D. Dept. of Agriculture recently amended The Lacey Act. The Lacey Act's purpose is to prevent trade in wood products made from illegally harvested lumber. You must declare the source of any wood used in either your products or your wooden packing cases or crates.

The required forms and information can be obtained at:

[www.aphis.usda.gov/plant\\_health/lacey\\_act/index.shtml](http://www.aphis.usda.gov/plant_health/lacey_act/index.shtml)

To determine if your commodity requires issuance of the appropriate forms, you may check the Harmonized Tariff Schedule no. of your commodity at:

<http://www.usitc.gov/tata/hts/>

**9. Delivery**

Upon release by U.S. Customs, your shipment will be delivered to the warehouse of the general service contractor, who will store and return the empty packing materials, as well. Due to the heavy volume of freight for this Show, it is likely that waiting time expenses will incur with the delivery of your cargo to either direct show site or to the advance receiving warehouse of the contractor.

**10. On-site Representative**

Kuehne + Nagel will maintain staff at the convention center during the move-in and move-out of the show. KN on-site personnel will contact you to obtain shipping / disposal instructions for your exhibit materials. KN can advise best method of on-forwarding and can arrange re-forwarding to overseas. It is the responsibility of the **exhibitor to be at the booth** until the cargo is picked up at the booth for loading. **KN assumes no responsibility for goods left unattended in the booth areas.**

**11. Payment Condition**

We recommend that you ship with the local Kuehne + Nagel office in your country. The originating Kuehne + Nagel office can invoice your company all charges incurred in the USA. We also accept most major credit cards.

**12. Notification**

It is extremely important that we are informed about your shipment. Please fax or email all details and pertinent information to KN Los Angeles prior to the shipment arriving in the U.S.A. If you ship with the local KN office, they will provide this information to us in a timely manner, which will enable us to smoothly process your important shipment.

**13. Terms and Conditions**

All business is undertaken subject to terms and conditions in accordance with the National Customs Brokers Association of America, copy available upon request.

**We wish you a very successful participation and enjoyable stay in Las Vegas**



## INFORMATION for KN

### MAGIC-PROJECT-POOL-SOURCING August 2015

Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Hotel: \_\_\_\_\_

Address: \_\_\_\_\_

Person at Show: \_\_\_\_\_

E-mail address & Cellular/Mobile number / Passport Number: \_\_\_\_\_

We anticipate shipping the following:

\_\_\_\_\_ No. of Pcs. \_\_\_\_\_ Kilos via \_\_\_\_\_ Ocean \_\_\_\_\_ Air

Note: Any goods left on show floor unpacked and/or without instructions will be removed at exhibitor's expense and without liability on Kuehne +Nagel, KN Expo's behalf.

We hereby agree to abide by the TERMS AND CONDITIONS OF SERVICE OF KN Expo KUEHNE + NAGEL. It is understood that receipt of cargo at a Kuehne + Nagel, KN Expo consolidation point constitutes acceptance of the enclosed tariff rates. We further understand all freight delivered after the deadline will be assessed a late shipment surcharge and is not guaranteed to be delivered on time to the exhibition.

#### METHOD OF PAYMENT \$ AND TERMS

Please indicate below the method of payment you will be using.

1. American Express Credit Card, MasterCard, or VISA: \_\_\_\_\_

Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

#### **2. Credit has been established with Kuehne + Nagel, KN Expo office**

**in:** \_\_\_\_\_

Contact name at Kuehne + Nagel, KN Expo: \_\_\_\_\_

We understand payment is due before goods are delivered to show site and/or before goods are released upon return from show. **YOU MUST BE PREPARED TO PAY WITH EITHER AN AMERICAN EXPRESS CARD OR ESTABLISH CREDIT THROUGH A KUEHNE +NAGEL, KN EXPO OFFICE.** "Please note: duties, taxes, airport storage charges and any other unknown outlays at the time of shipping will be additionally billed to the exhibitor."