



## International Shipping with Adcom Worldwide-DCA

As an international freight forwarder and customs broker, **ADCOM WORLDWIDE-DCA Tradeshow Logistics** has been appointed by **ASCRS.ASOA** to handle all international freight. Our services include the shipping of international exhibits to the show, customs clearance, delivering the goods to the show decorator and re-exporting the cargo at the conclusion of the show. Our services can meet all of your international transportation needs. **The below customs clearance rates are for exhibitors who use ADCOM WORLDWIDE - DCA for "door to door service." Please contact us for transportation costs.**

### Types of U.S Customs Entries

Adcom Worldwide can clear your shipment in one of three ways:

1. **Permanent Importation:** Entry is done as permanent importation for all goods that will remain in the U.S. This includes all giveaway items such as samples and brochures. Goods are subject to duty and tax as applicable. Goods may be sold, given away, returned to origin country or another US destination.
2. **Temporary Importation (T.I.B.):** Allows goods to be imported temporarily into the U.S. Any Goods imported on a temporary basis are under Customs bond and must be re-exported within one (1) year of import. No Customs duties and taxes are applicable as long as all goods on the T.I.B. are re-exported. Adcom must handle round trip shipping for Temporary Imports to ensure the bond is canceled after export. Any items that are not exported by the end of the 1 year period are subject to Customs Penalties.
3. **ATA Carnet:** Goods are imported and customs cleared by having the ATA Carnet stamped by US Customs. The ATA Carnet is stamped again upon re-export. No Customs duties and taxes are applicable.

**Importer of Record:** If you are a non-US based company and do not have a U.S. Federal tax ID number, you will need a Foreign Importer Assign Number. Adcom Worldwide will apply for and obtain this number on your behalf as part of our service to make the customs process as smooth and easy for you as possible.

### What documents\* will I need?

In order to clear the goods, we will need the following documents\*:

1. **Commercial Invoice** in English giving full description and value for each item contained in the shipment. The invoice should be issued to your company c/o the exhibition. Complete separate invoices for temporary and permanent goods. *Commercial invoices **must be signed** and include a total value.*
2. **Packing List** giving weight and dimensions of each package. This information may be included on your commercial invoice. *Goods that are on skids should include piece count on each skid.*
3. **POA:** Signed Adcom Worldwide Power of Attorney to give us authority to make customs entry and file any AES export declarations as needed.
4. Additional documents may be necessary depending on the commodities being shipped. Please contact Adcom for more details.
5. It is important we receive your documents 2 days prior to shipping to ensure no delays. You may fax documents to 703-684-3925 or email [dca-intl@adcomworldwide.com](mailto:dca-intl@adcomworldwide.com).
6. Express Ocean Bill of Lading or original Air waybills. These documents provided by Adcom Worldwide when door to door services used.

The WCA membership voted ADCOM WORLDWIDE as the 'BEST NORTH AMERICAN PARTNER' in 2014, 2013, 2011, 2010, 2009 and 2006 as well as the 'BEST WORLD PARTNER' in 2010.



## What else will ADCOM WORLDWIDE-DCA do?

1. Daily email status updates upon request will be provided to keep you informed of where in the shipping process your goods are until delivered to the Advanced Warehouse or Show site.
2. We will confirm your shipment has arrived at your booth by giving you the name and time the decorator signed for it.
3. All shipping instructions will be reconfirmed and we will be there at the show's conclusion to assist with your return shipment. We will handle all of the details.
4. Homeland Security 10+2 / ISF filings. Adcom Worldwide is able to file this form on your behalf for all Ocean freight shipments.

## What are ADCOM WORLDWIDE-DCA Payment terms?

Our terms and conditions require that all transportation services be paid to ADCOM WORLDWIDE Inc. before the show opens. We accept payment by credit card, Visa, MasterCard or American Express are all accepted. We accept payment by wire transfer or swift. Arrangements should be made by contacting ADCOM WORLDWIDE - DCA in advance of the shipment.

## How do I consign my shipment?

Adcom Worldwide's local partner in your country will prepare the shipping documents if you are using our door to door service. Door to door service is what we specialize at and makes your shipping process easier for you as we will handle all the details for you. In case you use Adcom Worldwide for customs clearance and delivery services only your goods should be shipped on a Prepaid basis, Ocean shipments on Prepaid and Express Document Release basis and Consigned and Marked as follows:

### For the HAWB/AWB Direct/Ocean BOL and the Commercial Invoice:

#### Consignee:

"Your Company Name"  
c/o ASCRS 2018  
Walter E. Washington Convention Center  
801 Mt Vernon PI NW  
Washington, DC 20001

#### Notify Party:

ADCOM WORLDWIDE - DCA  
5655-D General Washington Drive  
Alexandria, VA 22312 USA  
Telephone: +1 (703) 684-1900

**NOTE:** The *Handling Information* on the **HAWB** must have the following statement:  
***Adcom Worldwide as Nominal Consignee***

### For MAWB Consignee on Consolidated Air shipment only:

#### Consignee:

Adcom Worldwide  
5655-D General Washington Dr  
Alexandria VA 22312  
Telephone: 703-684-1900  
Fax: 703-684-3925  
Email [dca-intl@adcomworldwide.com](mailto:dca-intl@adcomworldwide.com)

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**All crates, cartons, cases, pallets, etc. must be marked as follows:**

"Your Company Name"  
c/o ASCRS 2018Booth no. \_\_\_\_\_  
Walter E. Washington Convention Center  
801 Mt Vernon Pl NW  
Washington, DC 20001  
Manufactured In (fill in country of manufacture)  
Piece number 1 of \_\_\_\_\_ (Example 1 of 3, 2 of 3, 3 of 3)

**When does my freight need to arrive?**

**For Delivery to show site dock:**

Deadline for arrival of Ocean freight at Port Washington-Dulles terminal: 27 March 2018 (any other Port of Arrival, contact Adcom Worldwide)  
Deadline for arrival of Air freight to IAD Airport: 3 April 2018

**For Delivery to GES Advance Receiving Warehouse:**

Deadline for arrival of Ocean freight at Port Washington-Dulles terminal: 20 March 2018 (any other Port of Arrival, contact Adcom Worldwide)  
Deadline for arrival of Air freight to IAD Airport: 27 March 2018

**What are ADCOM WORLDWIDE - DCA's U.S. Customs charges\*\*?**

These rates are for services in the U.S. only. All international freight from your country will be quoted on individual basis. For a customized quote, please complete our online quote form [here](#) or email us at [exhibitors@adcomworldwide.com](mailto:exhibitors@adcomworldwide.com).

Temporary/Permanent Entry/ ATA Carnet	\$175.00
Additional Invoices over 5	\$10.00/each
Additional Classifications over 5	\$5.00/each
ISF Filing Fee	\$45/entry
ISF Bond Fee	\$75/entry
Single Entry Bond /Temp Bond Fee	\$55 minimum or \$4.00/\$1000 bond amount
Customs exam	As per outlay
Customs Messenger	\$30/each
Duty/Taxes	As per outlay
Cancellation of Temporary Bond	\$75
Export Documentation – AES Declaration	No additional charge

**\*\* The above rates do not include any US Customs Duties/Taxes, ocean destination charges, storage charges, terminal charges, local transportation, overtime, Saturday/Sunday surcharges or special messengers.**

All shipments are governed by the terms and conditions of ADCOM WORLDWIDE Inc.

Please contact ADCOM WORLDWIDE-DCA with any questions.

Email: [exhibitors@adcomworldwide.com](mailto:exhibitors@adcomworldwide.com) Phone: 1-703-684-1900 | Fax: 1-703-684-3925

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