



**ROGERS**  
WORLDWIDE

# International Shipping Instructions



**SEPTEMBER 24-26, 2018**  
**KAY BAILEY HUTCHISON CONVENTION CENTER**  
**DALLAS, TX**

Rogers Worldwide has been appointed as the official provider of international shipping, customs brokerage, freight forwarding and related services for the **ATCE 2018**. All exhibitors, standbuilders and suppliers for this event expecting international shipments to arrive at the show should carefully note the following instructions and information. For additional information, please contact **Sherri Pelc** at [Spelc@rerogers.com](mailto:Spelc@rerogers.com) for all of your needs.

**Rogers Worldwide**

Ms. Sherri Pelc, LCB  
7345 S. Durango Dr., #B107-404  
Las Vegas, NV 89113  
Tel: 702 272 1596  
FAX: 702 648 6968  
[import@rerogers.com](mailto:import@rerogers.com) OR [spelc@rerogers.com](mailto:spelc@rerogers.com)

We wish you a successful participation in this event and look forward to being of service to you.

## A) Documentation

### ***Proforma Invoice/Packing List***

For all shipments, we require three (3) copies of a [proforma invoice/packing list](#) in **ENGLISH**. The invoices must show the name and address of the shipper, the name of the show, the name of the exhibitor, the correct booth or stand number, identifying marks, quantity and description for each item, harmonic (Brussels) number of each item, weights/dimensions of each package, the country of origin and the F.O.B. value of each item in U.S. dollars. The invoice should be consigned to:

KAY BAILEY HUTCHISON CONVENTION CENTER  
650 S GRIFFIN ST  
DALLAS, TX 75202

Exhibitor name: \_\_\_\_\_ Booth#: \_\_\_\_\_

Notify on arrival: Rogers Worldwide - Tel (702) 272 1596 • Fax (702) 648 6968

The uses of descriptions such as 'exhibition goods' or 'tradeshow samples' are insufficient. Please indicate on the shipper's invoices, air or ocean bill of lading and associated manifests what a majority of the cargo contained in a shipment actually is to avoid costly and time consuming intensive examinations by agencies of the U.S. Government.

### ***Radio frequency and/or radiation emitting devices***

Any device that emits radio frequency and/or radiation emissions including televisions, personal computers, laser printers, CD/DVD players require clearance through the Federal Communications Commission (FCC) and/or the U.S. Food & Drug Administration (FDA). For information regarding the import requirements for these agencies, please see <http://www.fcc.gov/> and <http://www.fda.gov/>.

Download FCC Form 740: <http://www.fcc.gov/formpage.html>

Download FDA Form 2877: [http://www.fda.gov/cdrh/radhlth/eprc\\_imports\\_and\\_exports.html](http://www.fda.gov/cdrh/radhlth/eprc_imports_and_exports.html)

UV lamps, monitors, CD/DVD players/recorders and other radiation emitting devices that do not comply with existing FDA import requirements may be entered temporarily in limited numbers provided each item is immediately re-exported or destroyed under Custom's supervision and marked with the following phrase:

"TESTING/EVALUATION ELECTRONIC PRODUCT - NOT TO BE SOLD IN THE UNITED STATES. THIS PRODUCT HAS NOT BEEN TESTED FOR COMPLIANCE WITH THE APPLICABLE U.S. RADIATION PERFORMANCE"

### ***Importer Security Filing and Additional Carrier Requirements (ISF/10+2)***

US Customs and Border Protection (CBP) will be requiring an Importer Security Filing (ISF or 10 +2) no later than 24 hours before cargo is brought into the US by vessel. The ISF will consist of 10 additional data elements from US importers. In addition, 2 data set items will be required from carriers. The Importer Security Filing and additional data from carriers will enhance CBP's ability to identify high-risk cargo shipments. Further information can be found on the US Customs and Border Protection (CBP) website: [http://www.cbp.gov/xp/cgov/trade/cargo\\_security/carriers/security\\_filing/](http://www.cbp.gov/xp/cgov/trade/cargo_security/carriers/security_filing/)

### ***Food And Beverage items***

If you intend to ship edible items such as foods and beverages, please contact Rogers Worldwide in advance for information on importation procedures required for these items. As per the Bioterrorism Act of 2002, shipments containing any quantity of food and beverage products require that the exhibitor be registered with the U.S. Food & Drug Administration (FDA) in advance of shipping. Prior notification of the shipment must be made with the FDA no earlier than five days and no later than eight hours prior to the arrival of the freight at the first U.S. port of unloading or entry. Failure to comply with these requirements could result in costly delays and possible seizure of your shipment by the U.S. Government. Please see <https://www.access.fda.gov/> for further information.

Exhibitors may also be required to prove upon request to the U.S. Customs & Border Protection Bureau authorized use of trademarks, copyrights and other intellectual property. It is the exhibitor's responsibility to insure that their material conform with all existing US law and regulation regarding the import of any item regulated by the FDA, FCC or any other Government agency. Additional cost may be associated with these clearances, permits or licenses.

## B) Restricted Cargo

### **DO NOT SHIP TEXTILES OR WEARING APPAREL OF ANY KIND WITHOUT PRIOR APPROVAL.**

The following categories of material may require special documentation and/or clearances to enter the United States:

- Food & Beverage Products
- Televisions & Computer Monitors
- Products Made of Animal Parts
- Live Animals
- Firearms & Ammunition
- Bearings of All Kinds
- Textiles and Wearing Apparel (hats, ties, bags, shoes, t-shirts, etc.)
- Basic Iron & Steel Products
- Alcohol and Alcoholic Beverages
- Plants, Nuts, Roots and Seeds
- Motor Vehicles, Vessels & Aircraft
- Explosives and Other Military Equipment
- Biological and Nuclear Material of Any Kind
- Goods of U.S. Origin Being Returned
- Drugs and Medical Equipment of Any Kind

This list is not exhaustive and subject to change at any time by operation of law. Please contact Rogers Worldwide for specific requirements regarding these and other categories of material.

### **Protected Plants & Plant Products - The Lacey Act**

The Lacey Act combats trafficking in "illegal" wildlife, fish, and plants. A recent amendment to the Lacey Act will help the US and other countries combat illegal logging and will make it unlawful to import certain plants and plant products without an import declaration. Plants are defined as "Any wild member of the plant kingdom, including roots, seeds, parts, or products thereof, and including trees from either natural or planted forest stands." The declaration form will require information on the species of plant, the name of the country where the plant was harvested and the value and quantity. Examples of products that may be covered by the Lacey Act include: lumber, wood pulp, paper and paperboard, furniture, tools, umbrellas, printed matter, musical instruments, products manufactured from plant-based resins, boats, cars, pharmaceuticals and textiles.

Visit the [USDA Animal and Plant Health Inspection Service \(APHIS\)](#) website for additional information and to download the [Plant & Plant Product Declaration Form](#).

## C) Case Marking

All cargo destined to the United States must be sufficiently packed to withstand the rigors of international transport. All packing material must conform to the USDA Animal & Plant Health Inspection Service (APHIS) rules regarding the use, marking and documentation of solid wood packing material. For more information about these requirements, please see the following website: [http://www.aphis.usda.gov/import\\_export/plants/plant\\_imports/wood\\_packaging\\_materials.shtml](http://www.aphis.usda.gov/import_export/plants/plant_imports/wood_packaging_materials.shtml). Failure to follow the solid wood packing material regulations could result in non-release of your cargo or additional costs and delay associated with fumigation.

Each case/crate must be clearly marked as follows:

Exhibitor Name: \_\_\_\_\_

c/o ATCE 2018

Hall \_\_\_\_\_, Stand # \_\_\_\_\_

DALLAS, TX USA

Nos. 1/total and up (example 1/10, 2/10 etc.)

Made in \_\_\_\_\_ (country of origin)

#### **D) Mexican and Canadian Border Clearances/Courier and Baggage Shipments**

If the exhibitor requires U.S. Customs and other agency clearance services anywhere along the Canadian or Mexican borders or for any type of courier or baggage shipments, the Las Vegas office of Rogers Worldwide should be contacted for special instructions.

Courier shipments must not be consigned or sent according to these instructions. These instructions are for regular international air or ocean freight shipments. Refer to the official general contractor's shipping instructions for consignment instructions for shipments sent directly to the advance receiving warehouse or the showsite.

#### **E) Temporary Importations**

If an ATA carnet is utilized to temporarily import material for this event, the following policies should be noted:

- The United States does not recognize the use of carnets for the purposes of exhibitions and fairs. Therefore, the carnet should be designated for use with 'professional equipment'.
- Rogers Worldwide and our authorized agents should be named as the authorized representatives able to sign the carnet.
- Sufficient counterfoils or vouchers should be included in the carnet packet.
- If the general list is in any language other than English, then a translation into English should accompany the carnet. There will be an additional charge for any translation done by Rogers Worldwide or our agents.
- A packing list that indicates how each named item on the general list is packed and in which crate, carton or other shipping unit should accompany the carnet.
- Goods for definitive or permanent entry that are shipped with goods covered by an ATA carnet should be packed and documented separately as well as manifested with a separate house bill of lading. Failure to do so could lead to additional expense and possible delay in the clearance process to separate the commingled goods.

#### **F) Deadline Dates and Consignment Instructions**

All ocean bills of lading and air waybills must be consigned as follows:

KAY BAILEY HUTCHISON CONVENTION CENTER, 650 S GRIFFIN ST, DALLAS TX 75202

**Show Name:** ATCE 2018

Exhibitor name: \_\_\_\_\_ Booth#: \_\_\_\_\_

Notify on arrival: Rogers Worldwide - Tel (702) 272 1596 • Fax (702) 648 6968

#### **OCEAN FREIGHT**

- **SEPTEMBER 3, 2018** for delivery to the advance receiving warehouse
- **SEPTEMBER 10, 2018** for delivery direct to show site

All LCL ocean freight shipments must arrive at and be routed to **HOUSTON CFS**

Two (2) original and two (2) copies of the Bill of Lading and proforma invoices must be received by the Rogers Worldwide Las Vegas office no later than one (1) week prior to the ships arrival. **We recommend use of express Bills of Lading to prevent delays.**

**Important Information Regarding Full Containerload Shipments:** If you plan to ship full ocean containers or self-propelled vehicles to the show, we recommend that the container arrive at CY or rail ramp of the port named above ten (10) working days prior to the exhibitor's target load-in date at the showsite. The bill of lading should be consigned as indicated above. Please contact the show manager or consult your exhibitor's service kit for advice regarding target load-in dates at the showsite. For all full ocean container shipments, an 'Intermodal Certification' which conforms to the regulations of the U.S. Federal Highway Administration must be given to the ocean carrier to avoid unnecessary delays in handling and delivery of the container to the showsite. Ocean containers **MAY NOT** be kept at the showsite after unloading.

The exhibitor is responsible for any cleaning charges for container or chassis returned to their steamship line with trash, dunnage, blocking, bracing and fasteners that has been left in the container after unloading. The exhibitor is responsible for retaining all dunnage, blocking, bracing, rigging, fasteners and other gear needed to secure the cargo if this gear is necessary for securing the outbound cargo.

**Note Regarding Early Move-In:** Permission for early move-in must be obtained in advance and in writing from the general contractor and show management. Copies of the written authorization for early move-in must be faxed to the Rogers Worldwide Las Vegas office three working days prior to the early move-in date. Failure to obtain advance permission will prevent delivery to the showsite. Deliveries made outside of straight time are subject to overtime surcharges.

## **AIR FREIGHT**

- **SEPTEMBER 10, 2018** for delivery to the advance receiving warehouse
- **SEPTEMBER 17, 2018** for delivery direct to show site

All non-perishable airfreight shipments must arrive at and be routed to **DALLAS/FORT WORTH (DFW)**

The proforma invoice/packing lists must accompany the shipment, attached to the air waybill.

**Courier Shipments:** Please refer to section 'D' above.

## **IMPORTANT - OCEAN AND AIR FREIGHT**

- The deadline dates published above are based on normal conditions and do not necessarily guarantee timely clearance and delivery. We cannot be held responsible for delays caused by weather, strikes, and/or customs exams particularly with ocean freight shipments, which generally are effected more frequently.
- For all shipments, copies of documents, including truck, air or ocean bills of lading, invoices, carnets, packing lists and other required documentation must be faxed to Rogers Worldwide (Fax: (702) 648 6968) prior to arrival. Please also indicate the name of the exhibitor's showsite representative and the name of the hotel where they will be staying.
- On all shipping documents (Bill of Lading, air waybill) please indicate:

**NOTIFY ON ARRIVAL**  
Rogers Worldwide  
Import Operations Department  
Tel: (702) 272 1596 • Fax (702) 648 6968

- All air and sea consignments must arrive freight prepaid. Any collect shipments will incur a 15% surcharge to cover the advancement of funds.
- For all full ocean containerload shipments that are routed to door of the showsite where the steamship line or carrier controls the final delivery and choice of trucker, a delivery coordination fee will be charged to the exhibitor.

- We recommend the use of durable crates with screw-down lids to prevent loss or damage. Containers and glassware of any kind must be packed in at least double walled high strength cardboard boxes with adequate cushioning to prevent breakage. Rogers Worldwide will not be responsible for broken containers or crushed boxes that are not adequately packed. Unpacking and packing your cargo at the showsite is the responsibility of the exhibitor.
- We recommend the use of double-walled pallet boxes for consolidated shipments containing material for several exhibitors in the same pavilion. Rogers Worldwide would break down these pallet boxes at the showsite. Use of these pallet boxes prevents pilferage, loss and breakage. Each pallet box must be marked with the name of the exhibitors contained therein as well as their booth numbers. A packing list should be provided for each pallet box. The manifest for consolidated shipment should specify what exhibitor is in what pallet box in terms of pieces, weight and measure.
- Additional charges will be billed for any translation services performed by Rogers Worldwide or our agents for invoices, packing lists and other documentation that is not in English.

## G) Outbound Consignments

At the conclusion of this event, Rogers Worldwide will be coordinating the outbound activities for our customers to their countries of origin. Customs exit formalities must be finalized before any international goods will be allowed to leave the United States. We can discuss the appropriate arrangements with each exhibitor during the exhibition. Therefore, it's vital that we know the name and hotel accommodations of the showsite representative of the exhibitor. However, if the outbound disposition of your goods and equipment is known in advance of the show, please notify the Rogers Worldwide Las Vegas office at your earliest convenience.

Failure of the exhibitor or their agent to contact Rogers Worldwide to make return arrangements will result in additional costs and delays. It is the responsibility of the exhibitor to properly pack and label their outbound cargo sufficiently to withstand the rigors of international transit. It is also the responsibility of the exhibitor to pay any charges due the general contractor and properly complete according to Rogers Worldwide's instructions any outbound material handling agreement or outbound bill of lading that may be required by the general contractor. The exhibitor tenders their outbound cargo at their own risk. Rogers Worldwide's responsibility for the cargo begins when the freight is placed on our designated outbound carrier.

## H) Payment Terms

Payment of all estimated inbound charges must be received prior to filing of any customs entry. Payment of all estimated outbound charges must be received prior to the dispatch of the cargo from the United States. Credit terms may be available from official Rogers Worldwide offices, service partners and agents. Payment can be made via cash, traveler's checks, company checks drawn from a U.S. bank or American Express, VISA or MasterCard. Our bank information is as follows:

Rogers Worldwide  
 (A Division of Rock-It Cargo USA LLC)  
 c/o Wachovia Bank, Philadelphia, PA, USA  
 Account # 2000018430369 - ABA Routing# 031000503

A copy of your confirmed bank transmittal receipt should be faxed to our Los Angeles office indicating our invoice number to insure that your payment is properly applied. In the event of non-payment, for any reason whatsoever, that should result in the use of collection agencies for recovery of outstanding monies, Rogers Worldwide reserves the right to full recovery including any deductions of costs imposed by the aforesaid agencies. The exhibitor is ultimately responsible for all charges billed by Rogers Worldwide regardless whether an agent, forwarder or other third party is involved in any way. All charges due Rogers Worldwide must be paid in full before any claim for loss or damage will be processed, investigated or acknowledged.

I) **Cargo Insurance**

We can offer round-trip insurance for your exhibit material subject to various restrictions and deductions. Jewelry, glassware, foods, beverages and certain other items **cannot** be covered. Requests for coverage must be made in writing on your company's letterhead accompanied with a copy of your shipper's invoice and packing list. Coverage subject to the terms, conditions, limits of liability, deductibles and exclusions of our policy. Please contact this office for additional information. It is the responsibility of the exhibitor to arrange for adequate insurance coverage of their material while the cargo is in transit and in the custody of Rogers Worldwide, the official drayage contractor or any other carriers, agents or vendors.

J) **Recommended Agents**

A list of Rogers Worldwide offices experienced in coordinating exhibition shipments is available upon request. We suggest you contact one of these offices for your transportation services from point of origin to delivery to your booth. If there is not a Rogers Worldwide office or service partner located in your country, please contact our Las Vegas office for advice about contacting our recommended service partner who is experienced in handling exhibition cargo. Should you choose to use your regular forwarding agent, please provide them with a copy of these instructions.

K) **Limits of Liability**

Rogers Worldwide's liability for loss or damage of materials entrusted to them for shipment is limited to that of the carriers and/or agents employed to provide such services to a maximum of \$50.00/package or the value of the cargo, whichever is less. Rogers Worldwide retains no liability for plasma screens, light bulbs, glassware of any kind, live animals or plants, musical instruments, weapons, currency, coins, perishable goods, jewelry, hard drives, recorded media or data of any type, monitors and lasers. All work is undertaken at the owner's risk and otherwise in accordance with these shipping instructions and our terms and conditions as well as applicable law and regulation, a copy of which is available upon request. The aforementioned terms and conditions shall be construed according to the laws of the State of California. It is further agreed that jurisdiction and venue for any suit arising out of this transaction shall be in the Municipal or Superior Court of the State of California in the County of Los Angeles. It is further agreed that in the event of any suit to enforce any of the terms and conditions hereof, then in that instance the prevailing party shall be entitled to reasonable attorney's fees and costs as fixed by the court. It is the responsibility of the exhibitor to file a written preliminary notice of claim with Rogers Worldwide before the close of the show to preserve their rights to make a formal claim at a later date.

The exhibitor understands that neither Rogers Worldwide nor our agents, service partners or other suppliers are liable for any damage or loss that occurs while the freight is in the custody of the general contractor. All claims for loss or damage that may occur on or at the showsite should be made directly with the general contractor. Please note the terms and conditions of service as well as the limits of liability of the general contractor are usually published in the exhibitor service kit or indicated on the contractor's order forms.