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Shipping tips for Meetings outside your country.

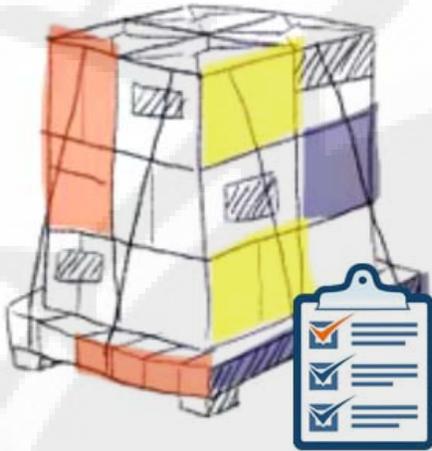
1

Remove "Overnight Shipment" from your mind:

Try to avoid Overnight shipments ... Most Courier/Parcel firms offer Next Day delivery service, but when shipping worldwide, things change... International shipments are subject to foreign Customs procedures which sometimes may take longer, no matter what your courier offered.

Couriers' mode of clearance is highly restrictive, meaning that it is limited to certain items/commodities and value/weight limits.





2

Look for Expert Advice:

Make the most approximate and detailed inventory of what you are planning to ship and ask your Customs Broker about any import restriction at your destination. Maybe your shipment includes fragile or high value products that require special handling. Consider that even products that are considered harmless in your country (like pencils, food, lipsticks or toys) can be subject to import restrictions in other countries. Knowing the requirements of each item of your shipment can avoid costly delays or even seizure of your shipment.

“ Make the most approximate and detailed inventory of what you are planning to ship.”

3

Make sure you´ll have an Import License at the country destination

The bigger (high volume) your shipment, the higher is the risk of needing an “import license” or “Business Identification Number” (BIN) for the destination of your event because the Customs Authority will think that your cargo could be commercialized or distributed within the country.

Customs Authorities will verify the Customer's right to import or distribute the merchandise and its admissibility.

Before you ship any box, your Freight Forwarding Company or Customs Broker can confirm this information.



4

Choose the customs broker with proven experience in shipping for Trade shows and Events

Many Customs Brokers specialize in certain types of transactions, such as clothing, perishables, medical equipment, electronics, pharmaceuticals, etc. Others specialize in shipping to or from specific countries. We strongly recommend you to use a shipping company specialized in your needs: The Meetings and Exhibitions Industry.



“Many customs brokers specialize in certain types of transactions or in shipping to or from specific countries.”



easier for both you and the

5 Reduce the number of suppliers

Making only one firm accountable for delivering your goods will help you better understand this world of customs terms, government requirements, local laws and other paperwork that can be confusing for a meeting organizer.

Having only one company which is responsible for the entire process, will also allow you to avoid double costs, miscommunications and delays. The chosen company must have a subsidiary or an allied company in the country where you are having an event. This way it is faster and

Customs Broker to communicate in the country where the

“ Make only one firm accountable for delivering your goods.”

6 Consider that your boxes can be opened at Customs

Customs authorities may open your boxes to establish, among other things, the dutiable value, the classification, the country of origin, the genuineness of the merchandise, the Customer's right to import and/or distribute the merchandise and its admissibility, according to local laws. This is another reason for having your goods described precisely and correctly on the shipping invoice in order to have full control of the permits, licenses, product counting etc .





7

Pack your goods in a systematic way.

Packing a combination of different types of goods makes it impracticable for Customs officers to determine the quantity of each type of product in an importation. Such packing can also lead to a variety of other complications in the entry process. No problem will arise, however, from the orderly packing of several different kinds of properly invoiced goods in a single package. It is packing without being careful and thoughtful that causes problems at Customs.

“ Pack your goods in a systematic way.”



8

Indicate the *commercial value* in the shipping invoice form ...

You should make an inventory of what is inside each box, indicating quantities and its commercial value. Even when we know that the products won't be sold, the Customs authorities will estimate the commercial value in order to determine duties and taxes. In the case the value is declared null or very low, your shipment could be seized for undervalue practices. You should always indicate the commercial value - which would be the price that the manufacturer, seller, shipper or owner would have received for such merchandise if sold in the destination country.

9

Do not ship personal belongings...

Used clothing, medicines, liquors, etc., cannot be imported for convention/event purposes and may cause delays and additional expenses to be cleared from Customs. Also please consider that in some countries, certain used clothes are considered Prohibited Commodities.



"Ship personal belongings may cause delays and additional expenses to be cleared from customs. "

10

Avoid to consignee your products directly to your venue

Avoid sending your shipment directly to your venue because convention centers and hotels usually don't have the appropriate import license and registration to assume responsibility for their guests' temporary and permanent imports (paying taxes) and the shipment can get stuck at Customs.



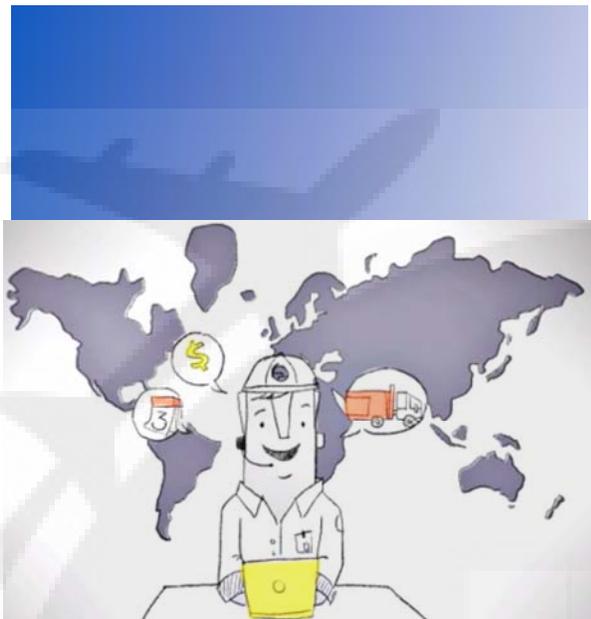
Also please take in consideration that your Group & Conventions contact at your venue can help you on tracking your cargo, but they are not familiar with the ever changing Customs and international transportation regulations if your shipment get stuck at customs.

11

It is recommendable only to use a traditional Courier/ Parcel firm (UPS, Fedex, DHL etc) to ship directly to your venue, if you are shipping only printed materials, banners and brochures without office materials.

This kind of products have no import restrictions practically in most countries worldwide.





EXHIBITIONS CARGO has assembled its own network with the most experienced and respected Customs Brokers at the top meeting-destinations in the globe. We provide advice before you ship any box preventing any awkward situation for not having your meeting materials on time. Exhibitions Cargo will provide an Import License with proper BIN (Business Identification Number) at the country where the event is going to take place. We are specialized in the Meetings, Incentives, Conventions and Exhibitions industry.



**exhibitions
Cargo**®

Contact us for more useful
information at:

E-mail:

elizabeth@exhibitions cargo.com

www.exhibitions cargo.com

+1 (619) 793 5414

+1 (312) 373 9257

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