

16

Packing Tips for Shipping Internationally

1

Avoid "Overnight" shipping services

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. Also air and truck freight are subject to check points and other proceedings. So, check with your Customs Agent to see what is the real estimated time for your shipment to get to its destination.



2 Choosing your boxes

Use rigid, top quality boxes for packing with flaps intact; remove old address labels and delivery markings to prevent possible confusion regarding the origin and destination of the boxes. Use strong tape designed for shipping; avoid using masking tape as this easily deteriorates with water or handling.

Use the appropriate sized box for the items being shipped. It is more desirable to use new boxes.



- It's better to use smaller and more lightweight boxes.
- Decorative wrapping is not suitable for shipping
- If you are not shipping food, don't use boxes designed for food transportation.

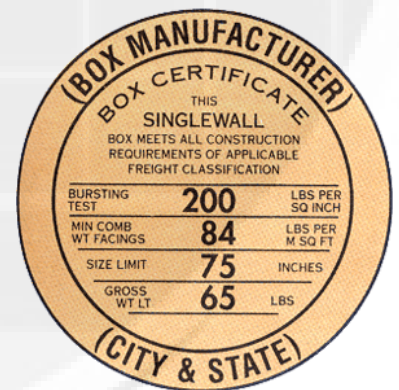
3 Keep the contents confidential

If you are shipping high value products, do not specify the content of the boxes in the labeling. This includes type of content, brand or approximate value of items located within the boxes.

Being discrete with your content can help you to prevent robbery

4 Never exceed the maximum gross weight limit for the box

- The maximum weight limit is printed on the Box Maker's Certificate on the bottom flap of most boxes.
- Overloaded boxes will burst, even if they are strapped.
- Under-filled boxes will collapse



"Use strong tape designed for shipping; avoid using masking tape as this easily deteriorates with water or handling."

- Consider using packing tape to reinforce all the sides and corners.
- Use filling or cushioning material for empty space.
- Pack items in the centre of a box with plenty of cushioning surrounding, to stop any movement during transit – use bubble wrap, shreds, packaging chips, even old newspapers
- If necessary, use strap bands to strengthen the boxes. Don't use any kind of cord.
- Whenever possible, ship your goods inside its original package, as it is its specific protection for each product. Decorative wrapping is not suitable for shipping.

5 Use reinforced boxed and cushioning materials when packing

It is amazing the number of transfers that your shipment will go through from A to B. It will get bounced, rattled, and stacked during the freight. Avoid shipping loose items because they can get damaged with all the handling and movements during transportation.



6 How to securely seal your packages

Apply three strips of tape to both the top and bottom of the box so the middle and two edge seams are sealed.



Use a strong tape, such as:

- Pressure-sensitive plastic tape that is at least two inches wide
- Nylon-reinforced filament tape that is at least two inches wide
- Water-activated reinforced tape that is at least three inches wide
- Don't use masking tape, cellophane tape, duct tape, water-activated paper tapes, string, or paper over-wrap because they won't provide a strong enough seal.

7 Use the double-boxing method

Pack the item in its original box, place the package in a larger box, leave a space of at least 2 inches (5 cm) between the outer container and the inside contents. This space should be filled with some type of cushioning/filler material.

- Common types of cushioning and filler materials:
 - Bubble wrap
 - Styrofoam chips
 - Crumpled newspaper
- Cushioning is also available in environmentally friendly options
- Marking the outside of the box "FRAGILE" is not a substitute for proper packaging.



8 Use dividers

When packing items or stacked objects, you should always use dividers which provide absorption to shocks. The most frequently used dividers are:

- Corrugated cardboard sheets
- Chipboard or foam sheets
- Plain brown "craft paper" sheets



9 Use Edge Protections

When using strapping, edge protectors prevent damage to your shipment by distributing the strapping pressure and tension uniformly across the box edge, preventing damage to the cardboard.

Edge protectors are available in plastic and recycled cardboard.



10

Use V-Board protectors

Consider increasing the strength of the box or using angle-board (V-board) to increase the beam strength of the package. Either option will help prevent corners and edges from bending.



"Raw wood is highly restricted at ports and customs facilities to prevent the spread of plant pests and diseases throughout the world."

11

When using wood packaging:

When shipping internationally using packing materials and goods containing or made of raw wood (not painted, not heat treated, nor varnished) your shipment can get stuck at customs. Raw wood is highly restricted at ports and customs facilities **to prevent the spread of plant pests** and diseases throughout the world.



All packing materials made of wood and used for international shipping, must have the **"Approved by IPPC"** stamp prior to the international shipping process.

Heavy-duty double-layered cardboard is a suitable and cheaper alternative to wood boxes.

Take in consideration that in some countries the importation of some goods made of straw or raw wood is restricted or subject to import pre-notifications.

12

Consider that your boxes can be opened at Customs

Take in consideration that your boxes can be open at any Customs facility and that **loose items** could be stolen or lost.



13

Pack your goods in a systematic manner

You can help your shipping company and Customs Broker to speed up the customs clearance: Packing a combination of different types of goods makes it complicated for Customs officers to determine the quantity of each type of product in an importation. No problem will arise, however, from the orderly packing of several different kinds of properly invoiced goods within a single package/box. It is indiscriminate packing that causes difficulty.

"Speed up the customs clearance by packing your goods in a systematic manner."

14

Please label each box on the side with the number of boxes that you are shipping.

Example: box 1 of 20, 2 of 20, ...20 of 20. This practice can help your shipping partner to identify if there is a missing box and see exactly which one of them is missing during any step of the shipping process. Place labels on one side of the box, because if you place it on the top, when stacking boxes, the label will be out of sight and your box can get lost. Make sure labels are firmly attached to the box, as handling procedures are sometimes tough and labels can get detached if they are not properly affixed.

- Do not put the commercial invoice inside the boxes
- If you are shipping a pallet, you can place one label indicating the total quantity of boxes and then shrink wrap the skid.



15

Whenever necessary, please include a packing list

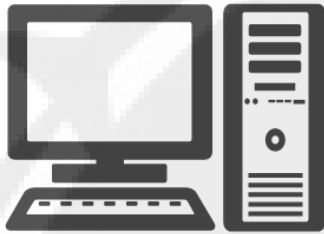
It is very useful in shipments where you are sending many different kinds of products, and particularly if they come in many boxes, because this will help your Customs Agent and Customs Authorities to quickly check your goods, either for routine procedures or for verifying there are no extra products or shortage. Only in shipments mixing a few different kinds of products and even when repeating the combination in several boxes, a packing list is not necessary. For example: An invoice description of "10 boxes with T-shirts and caps" is enough.



16

Notify your Customs Agent or Venue in time

Email your shipping documents prior to your shipment to your Customs Agent, so he/she can check if you are sending products that require import permits, pre-notifications, import licenses or special handling. E-mail her/him your tracking numbers as soon as you have them. By doing so, your Customs Agent will be ready and waiting for your shipment and in case there is any delay, they will be able to immediately check with your shipping company.



exhibitions Cargo®

EXHIBITIONS CARGO has assembled its own network with the most experienced and respected Customs Brokers and Freight Forwarders at the top meeting-destinations on the globe.

We are specialized in the Meetings, Incentives, Conventions and Exhibitions industry. We handle the entire shipping process, from your door to the event site of any volume of cargo. We work to get your equipment and materials out and back from your international venue.

**Contact us for more useful
information at:**

E-mail: info@exhibitions cargo.com

www.exhibitions cargo.com

+1 (619) 793 5414

+1 (312) 373 9257

*All the names of the products, logos, brands, images and trademarks that are in use in this website/pamplhet are the property of their rightful owners. They are not affiliated with Exhibitions Cargo, our products and/or our website. FedEx, UPS, etc do not sponsor or endorse Exhibitions Cargo or any of our products or affiliates. Therefore, no link or commercial agreement should be assumed between any of these companies and Exhibitions Cargo.

