

# 14 PACKING TIPS

## For Shipping Internationally

### 1 AVOID "OVERNIGHT" SHIPPING SERVICES

International shipments are subject to foreign customs procedures which sometimes may take longer, no matter what courier offered.



### 2 CHOOSING YOUR BOXES

- ✗ Under-filled boxes will collapse
- ✗ Overloaded boxes will burst, even if they are strapped
- ✓ It is better to use smaller and more lightweight boxes



Remove **old address labels** and delivery markings

Be sensitive about the **weight of the items** you put in a box

Use **new, rigid, top quality** boxes for packing

Consider the **strength and durability** of your packing materials

Use the **appropriate size** of packaging for the items being shipped

**Avoid using damaged** containers or boxes

Use **personalized tape** to make sure your box wasn't open in transit

Keep the contents **confidential**

### 3 CAUTIONARY MEASURES WHEN SHIPPING HIGH-VALUE PRODUCTS

Use **double boxing** method to pack the contents.



Use **security seals, special use bags, cable ties, security shipping tapes, security cases and any other means** to prevent theft of goods.



Use **black shrink film** outside the boxes when shipping your cargo to our warehouse.



Let us know the **tracking numbers** when shipping to our warehouse so we can keep the boxes tracked



### 4 USE DIVIDERS

When packing fragile items or stacked objects you should always use **dividers**, which provide absorption to shocks



### 5 USE EDGE PROTECTORS

Edge protectors are available in plastic and recycled cardboard



**Avoid packing kits**

If you send them they will have to be opened and separated at Customs. To avoid this, send boxes with the same type of goods inside.

### 6

### 7 FRAGILE ITEMS

To protect items, use at least **two inches** of appropriate cushioning material...



Between each product



Between the product and corners



Sides



Top and bottom of the box

### 8 LABELING TIPS

**Label placement:**

- Place the label on a **flat surface on the side** of the package
- Place **only one address label** on the box
- Insert a duplicate label **inside the package**

**"Fragile" shipping labels are mandatory, but they do not substitute proper packing**

**For the importation...**

The label we provide to you shows our warehouse address where your boxes will be received

**For the return...**

- On the label you must write the full address for the final delivery.
- If you want your boxes to be shipped to different addresses, they must be clearly written in every label.
- Remember that couriers do not deliver at P.O. box addresses.



Use "personalized tamper evident tape"; avoid using masking tape

### 9 WHEN USING WOOD PACKAGING

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



Heavy-duty double-layered cardboard

Wood needs to be approved by IPPC or completely painted or varnished



### 10 CONSIDER THAT YOUR BOXES CAN BE OPENED AT CUSTOMS

### PACK YOUR GOODS IN A SYSTEMATIC MANNER

### 11

### 12 LABEL EACH BOX ON THE SIDE WITH THE NUMBER OF BOXES THAT YOU ARE SHIPPING.

Example 1 of 20, 2 of 20... 20 of 20

If you are shipping a pallet, you can place one label indicating the total quantity of boxes and then shrink wrap the skid.

Do not put the commercial invoice inside the boxes



### WHENEVER NECESSARY INCLUDE A PACKING LIST 13



### 14 NOTIFY YOUR CUSTOMS AGENT OR VENUE IN TIME

By doing so, your Customs Agent will be ready and waiting for your shipment in case there is any delay, they will be able to immediately check with your shipping company.



**Contact us!**

(312) 373 9257

(619) 793 5414

info@exhibitions cargo.com

www.exhibitions cargo.com

155 N. Wacker Drive  
Suite 4250  
Chicago, IL  
60606