



— OFFICIAL VENDOR —

**GlassBuild**   
**A M E R I C A .**  
THE GLASS, WINDOW & DOOR EXPO

September 12 - 14, 2018 | Las Vegas

Dear Sir/Madam,

Kuehne + Nagel is available to assist in providing the best method of transportation to and from GlassBuild America 2018. Our shipping manual will assist you in the correct and timely dispatch of your exhibits. Please do not hesitate to contact us if you require clarification on any points.

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## YOUR DEDICATED CONTACTS

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## ARRIVAL DEAD LINES / TIME SCHEDULE

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### SEAFREIGHT

- |   |                              |
|---|------------------------------|
| ➤ Original Bill of Lading                       | <b>7 days before arrival</b> |
| ➤ Original Customs Documents (List of Exhibits) | <b>7 days before arrival</b> |
| ➤ Advance Warehouse Deadline                    | <b>July 30, 2018</b>         |
| ➤ Show Site Deadline                            | <b>Aug 20, 2018</b>          |

### AIRFREIGHT

- |  |                              |
|--|------------------------------|
| ➤ Copies of Airway Bill by Fax                   | <b>2 days before arrival</b> |
| ➤ Copies of Customs Documents (List of Exhibits) | <b>4 days before arrival</b> |
| ➤ Advance Warehouse Deadline                     | <b>July 30, 2018</b>         |
| ➤ Show Site Deadline                             | <b>Aug 29, 2018</b>          |

*Any delay with above mentioned arrival dates would be subject to either stepping up to a higher service level & rates (i.e. from B to A) or 30% late arrival surcharges on our level A rates when those deadlines have been breached. Whilst every effort will be made to clear the cargo to the exhibition prior to the opening, no guarantees can be given in the latter case. Surcharges will apply regardless of the delivery date to your booth.*

## CONSIGNMENT INSTRUCTIONS

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**For SEAFREIGHT or AIRFREIGHT SHIPMENTS please consign as follows:**

**Consignee:** "Exhibitor Name" Booth Number: "xxx"  
 C/O GLASSBUILD 2018  
 Las Vegas Convention Center  
 3150 Paradise Road  
 Las Vegas, NV 89109

**Notify Party:** KUEHNE + NAGEL INC.  
 20000 S. Western Ave.  
 Torrance, CA, 90501  
 Attn: Robert Rodriguez / Henrique Schumann

**Service on Waybill:** "FREIGHT PREPAID"  
 Cargo despatched under "freight collect" basis will be paid on your behalf plus 10% outlay commission!  
 Additional charges will apply for wrong consignee details!



## CUSTOMS CLEARANCE MODES

- ✓ **PERMANENT IMPORTATION:** Goods, which will remain in the U.S., are subject to any applicable duties and taxes, merchandise processing fees (MPF) and for ocean freight shipments, Harbour Maintenance Fees (HMF). After permanent importation, goods may be sold, given-away, returned to the country of origin, or shipped to a different destination. All giveaway items, including brochures, are dutiable.
- ✓ **TEMPORARY IMPORTATION (TIB):** Goods for the show can be cleared for temporary importation for a period of one year. Goods not re-exported are subject to Customs penalties up to double the regular duty amount. Must be cleared on a permanent basis, not on a TIB.
- ✓ **ATA Carnet:** A carnet is used as a “merchandise passport” and allows temporary clearances without paying duties & taxes. The Carnet must be in English and have all goods listed with values and HTS numbers. The goods cannot be sold, destroyed or left in the United States and must be exported prior to expiration of the Carnet document. Failure to export within the required time period will result in fines and penalties .

## DOCUMENTS

In order to allow us to clear your goods on time it is essential to provide us with clear and complete sets of documents

1. Copy of the bill of lading (Sea Freight Only) - Do not issue original ocean B/L's.
2. Copy of the airway bill (Air Freight Only).
3. ISF (Importer Security Filing) Data sheet (Sea Freight Only) – [in annex](#)
4. Customs power of Attorney – [Link to Form](#)
5. Commercial Invoice and Packing Lists in English
6. Original Carnet ATA (if applicable)
7. Original and copy of any document specifically required for import; (health certificate, certificate of origin, import permits, etc.).
8. Copy of Insurance Policy if any

**INVOICES** shall be consigned in the same way as indicated above under “Consignment Instructions”! All invoices shall be in English language only and include the following information:

- ✓ Show-name and Show-dates
- ✓ Name of exhibitor, address, contact name and number
- ✓ Mode of transport (air, sea or road) & port of entry into U.S.
- ✓ Exact description of Goods incl. brand names
- ✓ Harmonic (Brussels) commodity code of material: see <https://hts.usitc.gov/>
- ✓ FDA bioterrorism registration number if required
- ✓ FDA product code: see <http://www.accessdata.fda.gov/scripts/ora/pcb/pcb.cfm>
- ✓ Size and type of packing used for each individual item
- ✓ Gross & net weight of material
- ✓ Country of origin
- ✓ Terms of sale

**ISF - IMPORTER SECURITY FILING (10+2)**

- ✓ U.S. Customs requires all ocean freight shipments arriving via U.S. Ports are subject to Import Security Filing (ISF) also known as 10+2.
- ✓ ISF Data Sheets have to be provided to Kuehne + Nagel at least 72-48 hours before vessel departure in Origin. Failure to do so will jeopardize the clearance process in the US and delivery to your booth. Draft forms can be requested at Kuehne + Nagel.
- ✓ In case ISF has been filed late or not at all the exhibitor/importer has to provide a Letter of Credit for a minimum amount of US\$ 10,000.00 with US Customs being the beneficiary in the L/C.
- ✓ More information under <http://www.cbp.gov/border-security/ports-entry/cargosecurity/importer-security-filing-102>

**RESTRICTED AND SPECIAL COMMODITIES**

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- ✓ **FOOD & BEVERAGES** require FDA registration in accordance with the U.S. government bio-terrorism act, this includes candy for giveaway in the booth. If you are not the manufacturer of these items, we suggest you do not ship these items at all.
- ✓ **TEXTILES** including caps, t-shirts, and canvass bags etc. Must include the fabric content as well the complete name, address and country of the original manufacturer, not the store where the goods were purchased. Do not ship t-shirts manufactured in China or Russia, as these are quota items and will not be allowed in the country without a valid import license.
- ✓ **FLAMMABLE / HAZARDOUS** items should not be shipped unless the goods are declared in advance of shipping from the overseas warehouse. Failure to declare the goods can result in the shipment not being customs cleared and not being able to be delivered to the show and / or additional charges.
- ✓ **IMPORTING AUTOMOBILES AND VEHICLES**  
Cars, trucks and other wheeled vehicles are subject to approval by several U.S. government agencies, even for temporary importation. An application has to be submitted at least 90 days prior to arrival in the USA with EPA (environmental protection agency) and DOT (department of transportation). If the application is not submitted timely, U.S. customs will not approve customs clearance. It is important that you contact Kuehne + Nagel as soon as possible to get the process started. Kuehne + Nagel can guide you through the entire process. See the following link for access to detailed information. [https://help.cbp.gov/app/answers/detail/a\\_id/435/~importing-a-car-or-vehicle---obtaining-epa-form-3520-1-and-dot-form-hs-7](https://help.cbp.gov/app/answers/detail/a_id/435/~importing-a-car-or-vehicle---obtaining-epa-form-3520-1-and-dot-form-hs-7)
- ✓ **TIRES** are subject to US regulations and specifications. A customs form HS-7 must be completed by the shipper in order to clear customs. The actual manufacturer must be listed. Failure to comply with US regulations can result in the goods not being able to clear customs. The following link has valuable information for imports of tires into the USA: [http://www.cbp.gov/sites/default/files/documents/classification-of-tires-icp-april-2014\\_0.pdf](http://www.cbp.gov/sites/default/files/documents/classification-of-tires-icp-april-2014_0.pdf)

**PROHIBITED GOODS**

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Due to the customs restrictions please be so kind to not send any of the following items:

**Do not include food products, alcoholic beverages, arms, explosives, fireworks, tobacco, pharmaceuticals or products made from animal parts or of endangered species materials in your shipment.** Please contact KN for further information and clarification whether goods can be imported or not.



The above-mentioned list is not exhaustive and subject to change at any time by operation of law. In all instances, the approval of import permits/licenses is solely at the discretion of the relevant government authorities at the destination country and we cannot be held responsible for their refusal to grant such permits, even if the goods have already arrived at the destination port.

## CASE MARKING

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➤ **Case marking**

All cases being sent to the exhibition must be marked as follow:

Exhibitor : Exhibitor Name - Booth No.:  
Exhibition Name : **C/O GLASSBUILD 2018**  
Las Vegas Convention Center  
Las Vegas, NV  
Made in... : "Country of Origin"  
Case No. : 1 of x  
Gross Weight :  
Dimensions in cm :

(Please use our attached label)

## PACKING / FUMIGATION

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- **WOOD PACKAGING MATERIALS** (also pallets) have to be **FUMIGATED** with methyl bromide or Heat treatment of minimum wood core temperature of 56° C/133° F for a minimum of 30 minutes. All wooden material has to be marked legible and permanent. The mark must be approved by **IPPC** (International Plant Protection Convention). Failure to comply will result to problems with the customs clearance, delays at the delivery and high fines.
- **Temporary** exported items by **carnet ATA** and **permanent** exported items have to be packed and shipped completely **separately** otherwise the cargo will be stuck at customs.
- Please ensure your equipment is packed in **strong**, waterproof packing **cases**, which lends itself to being re-packed after the exhibition. Please bear in mind that your exhibits will be in transit for long periods both to and from the exhibition, and that cartons are not suitable to withstand the constant handling that takes place during transshipment. Outdoor-/Open air handling is sometimes inevitable, even if it rains.
- **Insufficient packaging**  
Kuehne + Nagel is not responsible for any damages or loss if the shipments are packed insufficient.

## SELLING EXHIBITS

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Exhibits imported on Carnet ATA or under TIB cannot be sold during or after the show! US customs stipulates that all temporary imported items on carnets must be re-exported after the event!



## **EXHIBITION CLOSING PROCEDURE**

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Be Aware that at all US shows the exhibitor must arrange drayage directly with the General Contractor. It is the responsibility of the exhibitor to make sure that all of the General Contractor's requirements are completed and payment arrangements have been made. If you have not received a 'Material Handling Form' from the General Contractor by the last day of the show, please go to their Service Area to obtain your Material Handling Form. It is very important to note the following on your form:

- Kuehne + Nagel must be listed as the Carrier or we will not be able to pick-up your freight.
- The piece count MUST be accurate, but an estimate is acceptable on the weight.
- The final address you list on this form must be the same as the address you put on the labels.

Prior to leaving the Service Area, please ask the general contractor for their labels and be sure that the address on the labels is the same as the address on the Material Handling Form. Please be sure to place at least one label on the side of each piece of freight.

Once you are finished packing, your Material Handling Form MUST be returned back to the General Contractor. Please DO NOT take the form with you when you leave and DO NOT leave it in your booth. The General Contractor will give you a copy to keep for your records.

## **INSURANCE & LIABILITY**

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Our tariff is computed on the basis of volume or weight and has no correlation with the value of exhibits, it follows that the costs of insurance is not included in our charges. It is the responsibility of each exhibitor to arrange a full transit Insurance Policy covering transport to the exhibition, during the exhibition, and return of exhibits to domicile, including the period the exhibits are handled on-site by us or any subcontractor. Insurance shall include a waiver of subrogation against Kuehne + Nagel and its agents and/or subcontractors.

Kuehne + Nagel can offer an insurance coverage on your behalf and cost of the exhibitor upon written request.

## **GENERAL CONDITIONS**

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All business is only transacted in accordance to the Kuehne + Nagel standard trading conditions, which are available upon request. Kuehne + Nagel does not take any responsibilities for exhibits that are not allowed by the organizer or the US customs to be displayed or sold, for any duties and taxes of sold exhibits or loss of exhibits whilst on display at the venue. Furthermore, all work is undertaken at owners risk, the exhibitors are liable for damages and additional cost resulting from the incorrect declaration of the weights and measurements of the packages, as well description of content of cargo mentioned on invoice/packing list.

## **TERMS OF PAYMENT**

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All our services are due for immediate payment unless you have engaged the services of our overseas offices or agents, in which case you will be invoiced by them directly. Payments are to be made by credit card or by bank remittance to our bank account and must be received by us as follows:



Inward Movement: Upon uplift of goods, prior to delivery to venue  
Outward Movement: Upon presentation of invoice, prior to delivery to your premises.

Details of our bank account are as follows: (Remitting charges are to be borne by the exhibitor)

Account Name: Kuehne + Nagel Services Ltd.  
USD Account No: 30789655  
Bank's Name: Citibank NA  
Bank's Address: 399 Park Avenue, New York, NY 10043  
ABA: 021000089  
SWIFT code: CITIUS33

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.

Should you require any further information regarding the above, please do not hesitate to contact us.

Yours faithfully,

**KN Expo Service**

Kuehne + Nagel

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**ANNEX**

1. Fillable ISF Form	<a href="#">Click Here for ISF Forms</a> then choose download under the “●●●” menu
2. Invoice Packing List	<a href="#">Click Here for Invoice Form</a> then choose download under the “●●●” menu
3. Credit Card Authorization Form	Following pages
4. Agent List	Following pages



## CREDIT CARD PAYMENT FORM

**Payment Policy: Payment for services—Kuehne & Nagel, Inc.** requires payment in full for all services. Further, Kuehne & Nagel requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include air freight, sea freight, customs clearances (either abroad or U.S.), on site handling, which may include labor and other services either at show site abroad or within the country.

**Method of Payment:** Kuehne & Nagel accepts MasterCard, Visa and American Express. Purchase orders are not considered payment. If you want to make a wire transfer, these transfers must be received prior to goods being delivered at show or prior to release of goods after show.

**All shipments require a credit card** authorization. If you elect to pay via wire transfer or check, these payments must be received in accordance the above Method of Payment Section. In the event payment is not received in accordance with the terms and conditions and this form, you agree to Kuehne & Nagel charging the credit card for all outstanding amounts.

You agree to late fees of 1.5% per month on any balance which is not paid or for which your credit card has been declined. Below authorization is good for one year from date of signature.

### Credit Card Authorization

Provide Expiration Date: \_\_/\_\_/\_\_\_\_

Corporate

Personal

Company Name: \_\_\_\_\_

Show Name: \_\_\_\_\_

Card Type: \_\_\_\_\_

Card Number: \_\_\_\_\_

I.D. Code: \_\_\_\_\_

Amex (right hand corner)

Name on Card: \_\_\_\_\_

Visa / Mastercard (back of card)

Cardholder's Billing Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

For your convenience Kuehne & Nagel will use this authorization to charge your credit card for any additional amounts ordered by your representative for services rendered to your company for the event. Any disputes must be conveyed to Kuehne & Nagel in writing after payment of the invoice in full. I understand and accept these Terms & Conditions. (Check Box)

Cardholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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# KN Expo Service



**EXHIBITION**

**CONSIGNEE**

**TO SEND VIA**

**AIR / SEA / TRUCK**

**DESTINATION**

**EXHIBITOR**

**MEASUREMENTS (CM)**

**L**

**W**

**H**

**BOX NO.**

**OF**

**STAND NO. / HALL NO.**

**URGENT EXHIBITION MATERIAL  
DO NOT DELAY**