

## INTERNATIONAL FREIGHT FORWARDER / CUSTOMS BROKER

**Shipments of exhibit materials arriving from overseas require special consideration.** All imported shipments must be cleared through U.S. Customs prior to delivery to the show or show contractor's warehouse. Shipments must be sent on a freight prepaid basis, with **(Commercial-Proforma Invoice & International "Air or Ocean" Bill of Lading)**, consigned per below details.

**To:**

Company Name / Address of Importer (Please fill in)  
Exhibiting Company name (Please fill in)  
Booth# (Please fill in)  
Cultivate 2019  
c/o Fern Expositions  
Columbus, Ohio

**Notify:**

Kuehne + Nagel, Inc.  
7200 Alum Creek Drive, Ste. D  
Columbus, Ohio 43217  
Tel. 614-497-2841  
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**Co-coordinating staff:**

Kuehne + Nagel, Inc. – KN Expo Service

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**Port / Airport of Entry and Recommended Arrival Deadline Dates:**

Ocean Freight: Columbus, Ohio

Air Freight: Columbus Int'l Airport (CMH)

**Airfreight – July 3, 2019**

**Ocean freight – July 1, 2019**

**There may be an extra surcharge for shipments arriving after deadline dates.** Shipments will be handled on a special and individual basis. However, no guarantees can be given that U.S. Customs will release the shipments in time for the move-in of the show. If you are unable to meet the deadline dates, please advise Kuehne + Nagel, Inc. immediately so that special arrangements can be made.

**U.S. Customs Power of Attorney**

If Kuehne + Nagel does not have an "Original valid" Customs Power of Attorney, a shipment cannot be cleared through U.S. Customs by Kuehne + Nagel. The Power of Attorney along with Commercial Invoices / Packing Lists are required by U.S. Customs and must accompany the shipment's documents. The new Kuehne + Nagel "Customs, Export and ISF" combined power of attorney and instructions have been posted to our public website at:

<http://us.kuehne-nagel.com/> See the lower right side of the page.

This is a fillable online pdf, ready for printing, signing and dating by the grantor.

**WOODEN PACKING MATERIALS (WPM), PLANTS OR PLANT PRODUCTS**

Effective September 16, 2005, USDA revised the import regulation for wood packing material (WPM). The regulation requires WPM coming into the U.S. to be heat treated and marked. If your WPM is not treated and marked, your cargo may be subject to immediate export. For more details, please contact your Kuehne + Nagel representative and for more information visit:

[http://www.aphis.usda.gov/import\\_export/plants/plant\\_exports/wpm/index.shtml](http://www.aphis.usda.gov/import_export/plants/plant_exports/wpm/index.shtml)

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### WOOD PRODUCTS

The U.S. Department of Agriculture recently amended the Lacey Act. The Lacey Act's Purpose is to prevent trade in wood products produced from illegally harvested lumber. You must declare the source and country of any wood used in either your products or your wooden packing cases. The required forms and information can be found at:

[www.aphis.usda.gov/plant\\_health/lacey\\_act](http://www.aphis.usda.gov/plant_health/lacey_act)

### EQUIPMENT AND ELECTRONICS

All communication and electronics devices need to be registered with the U.S. Federal Communications Commission (FCC). The exhibitor must complete an FCC Form 740 for each device. (See: <http://www.fcc.gov/Forms/Form740/740.pdf>)

All equipments that emits radiation (including CRT's, lasers, DVD/CD devices and all microwave emitting devices must be registered and cleared through the U.S. Food & Drug Admin. (FDA). The exhibitor must fill out an FDA form FDA 2877 (See:

[www.fda.gov/opacom/morechoices/fdaforms/FDA-2877.pdf](http://www.fda.gov/opacom/morechoices/fdaforms/FDA-2877.pdf))

### 10+2 REQUIREMENT – (ISF)\*\*\*\*PRIOR TO VESSEL SAILING\*\*\*\*

Customs and Border Protection (CBP) is enforcing a new law which mandates that 10 pieces of data must be transmitted to CBP prior to the vessel sailing the departure ocean port or they may fine the shipper USD 5,000.00 to USD 10,000.00. There is an ISF form available from Kuehne + Nagel. It must be completed in full **and must be emailed to Kuehne + Nagel at least FOUR business days prior to the vessel sailing.** A Customs Power of Attorney must accompany the ISF allowing Kuehne + Nagel to engage in Customs (CBP) formalities and documentation on your company's behalf.

### LIVE or fresh-cut flowers, plants and plant products etc.

**Please note that there are special restrictions, documentation and procedural standards for clearing customs for live, fresh-cut flowers, plants and other plant, agricultural and floral products.** It is imperative that you contact KN at least 30 days prior to the show so that the appropriate determination for documents and importation can be done. Failure to advise and consult with us 30 days prior to the show and two weeks prior to ocean vessel sailing may result in the goods **NOT BEING CLEARED thru Customs and other U.S. Government Agencies in time for the trade show.**

**Restricted Commodities:** Certain products are prohibited or on quota for import into the USA. **Do not include textile items, T-shirts / other promotional items, food products, or alcoholic beverages in your shipment.** Please contact Kuehne + Nagel for further information.

**Forwarding Details / Information:** Complete details of the shipment must be sent to Kuehne + Nagel **"PRIOR TO SHIPPING,"** with all pertinent arrival details and copies of all shipping documents.

**Payment Terms:** Payment for services of customs clearance and delivery, etc. must be settled prior to the delivery of the goods to the exhibition. We suggest you contact the above-mentioned Kuehne + Nagel office to arrange for shipping and payment. Credit cards such as American Express, MasterCard and VISA are accepted.

### Overseas Kuehne & Nagel Affiliates

The Kuehne + Nagel Organization has over 1000 offices worldwide. Please the attached list or check your local telephone directory, [www.kuehne-nagel.com](http://www.kuehne-nagel.com) or contact Kuehne + Nagel Inc., USA.

## Exhibitor Info

Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Hotel: \_\_\_\_\_

Contact Person at show: \_\_\_\_\_

E-mail address & Cellular/Mobile number: \_\_\_\_\_

We anticipate shipping the following:

\_\_\_\_\_ No. of Pcs. \_\_\_\_\_ Kilos via \_\_\_\_\_ Ocean \_\_\_\_\_ Air

Note: Any goods left on show floor unpacked and/or without instructions will be removed at exhibitor's expense and without liability on Kuehne & Nagel, KN Expo's behalf.

We hereby agree to abide by the TERMS AND CONDITIONS OF SERVICE OF K + N, KN EXPO. It is understood that receipt of cargo at a K+N, KN Expo consolidation point constitutes acceptance of the enclosed tariff rates. We further understand all freight delivered after the deadline will be assessed a late shipment surcharge and is not guaranteed to be delivered on time to the exhibition.

### METHOD OF PAYMENT \$ AND TERMS

Please indicate below the method of payment you will be using.

1. American Express Credit Card, MasterCard, or VISA: \_\_\_\_\_

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

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

2. Credit has been established with Kuehne + Nagel, KN Expo office

in: \_\_\_\_\_

Contact name at Kuehne + Nagel, KN Expo: \_\_\_\_\_

We understand payment is due before goods are delivered to show site and/or before goods are released upon return from show. **YOU MUST BE PREPARED TO PAY WITH EITHER AN AMERICAN EXPRESS CARD OR ESTABLISH CREDIT THROUGH A KUEHNE + NAGEL, KN EXPO OFFICE. VISA AND MASTERCARD ARE NOT ACCEPTABLE.**

"Please note: duties, taxes, airport storage charges and any other unknown outlays at the time of shipping will be additionally billed to the exhibitor."

**LIST OF KN EXPO & EVENT LOGISTICS OFFICES AND KEY AGENTS****AUSTRIA****KN Expo Service**

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