



# International Shipping Instructions

A Division of Rock-It Cargo USA LLC



## 2011 WINTER FANCY FOOD SHOW January 16-18, 2011 Moscone Center San Francisco, California

NASFT has appointed Rogers Worldwide as the sole official provider of international shipping, customs brokerage, freight forwarding and related services for the **2011 Winter Fancy Food SHOW**. All exhibitors, standbuilders and suppliers expecting international shipments to arrive at the show should carefully note the following instructions and information. For additional information, please contact one of our offices:

### MIAMI

Ms. Wendy Ortiz  
6750 NW 79<sup>th</sup> Avenue  
Miami, FL 33166  
Tel: 1 (305) 477-1015  
Mobile: 1 (847) 970-8016  
Fax: 1 (305) 477-7538  
[import@rerogers.com](mailto:import@rerogers.com)

### LAS VEGAS

Ms. Sherri Pelc, LCB  
6185 S. Valley View Blvd.  
Las Vegas, NV 89118  
Tel: 1 (702) 642 3575  
Mobile: 1 (702) 408 6481  
Fax: 1 (928) 438 6481  
[spelc@rerogers.com](mailto:spelc@rerogers.com)

We wish you a successful participation in this event and we look forward to being of service.

## A) Documentation

We require a separate invoice in English for each exhibitor. An invoice format in MS Excel is available upon request. The invoice should be consigned to:

Moscone Center  
800 Howard Street  
San Francisco, CA 94103

**Show Name:** 2011 Winter Fancy Food

Exhibitor name: \_\_\_\_\_ Booth#: \_\_\_\_\_

Notify on arrival: Rogers Worldwide - Tel 1 (847) 806-9200 • Fax 1 (847) 806-9204

All shipper's invoices must specify, in English, the following information:

- ↖ Name, Date & Location of Show
- ↖ Name of Exhibitor, Address, Fax Number & Contact
- ↖ FDA Bioterrorism Registration Number
- ↖ Mode of Transport & Port of Entry into U.S.
- ↖ Trade or Brand name of each product
- ↖ Exact Description of Goods, In English
- ↖ Harmonic (Brussels) Commodity Code of Material (see <http://www.usitc.gov/tata/hts/bychapter/index.htm>)
- ↖ FDA Product Code (see <http://www.accessdata.fda.gov/scripts/ora/pcb/pcb.htm>)
- ↖ Size and Type of Packing Used For Each Individual Item
- ↖ Gross & Net Weight of Material
- ↖ Value & Dimensions of Material
- ↖ List of Ingredients by Weight of Material
- ↖ Name & Address of Place of Manufacture
- ↖ Country of Origin
- ↖ Canning Establishment Codes (if applicable)

**PLEASE SEE THE SPECIAL INSTRUCTIONS THAT FOLLOW REGARDING THE IMPORTATION OF FOOD AND BEVERAGE ITEMS. FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN DELAYS AND ADDITIONAL COSTS. PLEASE PAY PARTICULAR ATTENTION TO THE REGISTRATION, ADVANCE NOTIFICATION AND LABELING REQUIREMENTS FOR ALL FOOD PRODUCTS. THE U.S. CUSTOMS & BORDER PROTECTION BUREAU, THE U.S. DEPT. OF AGRICULTURE AND THE U.S. FOOD & DRUG ADMINISTRATION HAVE BEGUN TO ENFORCE THE PROVISIONS OF THE NUTRITION LABELING AND EDUCATION ACT OF 1990 (NLEA) AND THE BIOTERRORISM ACT OF 2002.**

The uses of descriptions such as 'exhibition goods' or 'tradeshow samples' are insufficient. Please indicate on the shipper's invoices, air or ocean bill of lading and associated manifests what a majority of the cargo contained in a shipment actually is to avoid costly and time consuming intensive examinations by agencies of the U.S. Government.

**NOTICE REGARDING THE PUBLIC HEALTH SECURITY AND BIOTERRORISM PREPAREDNESS AND RESPONSE ACT OF 2002 (PL 107-188):** The United States has established the above mentioned law to enhance the security of the food and beverage supply. The provisions of the law that will effect international shipments to this event are summarized below:

Section 305 (Registration of Food Facilities) - requires the owner, operator, or agent in charge of a domestic or foreign facility that manufactures, processes, packs or holds food or beverages for consumption in the United States to register with the FDA no later than December 12, 2003. Facilities are defined as any factory, warehouse, establishment or importer that manufactures, processes, packs or holds food or beverages for consumption in the United States; a complete definition of what facilities must register can be found at the website indicated below as well as an extensive definition of what constitutes food and beverages. Exhibitors are not exempt from this requirement.

Further information about this section of the law may be found at the following website:  
<http://www.cfsan.fda.gov/~dms/fsbtac12.html>

Registration must be done prior to the arrival of any shipment of food or beverage products into the United States.

The exhibitor's registration number must be clearly and accurately indicated on their shipper's invoice, packing list and bill of lading. Failure to provide the registration number will prevent Rogers Worldwide from filing for clearance in a timely manner.

Exhibitors may register with the U.S. Food & Drug Administration (FDA) directly through the internet at this website: <http://www.cfsan.fda.gov/~furls/ovffreg.html>

This is no cost to the exhibitor if they register themselves with the FDA. Rogers Worldwide can act as a shipper's U.S. agent for the purposes of registration under this law for a one-time fee of \$250.00 and the completion of a valid agreement with Rogers Worldwide.

Failure to comply with this aspect of the law can result in costly delays at the first U.S. port of entry, possible seizure by the FDA and other U.S. agencies, fines, penalties and liquidated damages.

- Section 306 (Establishment and Maintenance of Records) - requires the FDA to issue final regulations by December 12, 2003, to establish requirements for the creation and maintenance of records needed to determine the immediate previous sources and the immediate subsequent recipients of food, (i.e., one up, one down). Such records are to allow FDA to address credible threats of serious adverse health consequences or death to humans or animals. Entities subject to these provisions are those that manufacture, process, pack, transport, distribute, receive, hold or import food. Farms and restaurants are exempt from these requirements.

Generally speaking, any firm that must register under the terms of this law must retain all records associated with any transaction of food or beverage products covered by this law for two years from the shipping or delivery of the products. This includes invoices, packing lists, receipts, bills of lading, purchase orders, correspondence, letter of credit and any other paperwork associated with the product. The records may be kept in any format either written or electronically. The holder of the records must comply with any request by the FDA to inspect or review the records in a timely manner or be subject to certain penalties.

Further information regarding this provision of the law may be found at the following website:  
<http://www.fda.gov/oc/bioterrorism/bioact.html>

- Section 307 (Prior Notice of Imported Food Shipments) - requires that prior notice of food shipments be given to FDA no more than 5 days prior to the arrival of the food or beverage products at the first U.S. port of unloading and no less than 2 hours for ground/road shipments, 4 hours for air and rail shipments and 8 hours for ocean shipments.

Prior notice must be received by the FDA electronically either through the following website or transmitted by Rogers Worldwide or our agents. <https://www.access.fda.gov/>

If the exhibitors transmit prior notice themselves, they must provide a copy of the FDA prior notice confirmation message that is sent to whomever submitted the prior notice to Rogers Worldwide before we can seek clearance through Customs, the FDA and the USDA.

Rogers Worldwide transmits the prior notice with the FDA import entry on every shipment for a charge of \$5.00 per product line item with a minimum of \$25.00 per exhibitor per shipment or \$145.00/shipment, whichever is greater. Rogers Worldwide will require the complete information about any shipment that they are to file prior notice on five working days in advance.

The information required by the FDA in any prior notice includes:

- ◀ Name, company name, address, phone, fax, e-mail of the submitter.
- ◀ Name, company name, address, phone, fax, e-mail of the transmitter (if different from the submitter).
- ◀ Entry type: permanent or temporary.
- ◀ Customs entry number or in-bond number.
- ◀ Complete FDA product code, common, usual or market name of the product, quantity by package size and lot or UPC code numbers for each product being shipped (SEE <http://www.accessdata.fda.gov/scripts/ora/pcb/pcb.htm>).
- ◀ Manufacturer's or grower's name and FDA registration number.
- ◀ Country of origin.
- ◀ Shipper's name and FDA registration number.
- ◀ Country from which the products are shipped.
- ◀ First U.S. port of arrival.
- ◀ Estimated date and time of arrival.
- ◀ Mode of transport: Road, rail, ocean, air, courier or mail.
- ◀ Carrier's SCAC code.
- ◀ US Customs harmonic tariff code for each product (See <http://www.usitc.gov/tata/hts/bychapter/index.htm>).
- ◀ Canning Establishment or Other Required Codes or Registrations, dependent on commodity.

Failure to provide prior notice to the FDA will result in the shipment being transferred at the exhibitor's expense to an authorized holding facility pending receipt at a valid prior notice being filed with the FDA. The FDA then determines if the shipment will be refused or allow the entry process to continue.

Prior notice should not be confused with entry or clearance by Customs, the FDA, the USDA or any other U.S. agency that has jurisdiction of the shipment or products that it contains.

- Section 303 (Administrative Detention) - authorizes the Secretary, through FDA, to order the detention of food if an officer or qualified employee finds credible evidence or information indicating an article presents a threat of serious adverse health consequences or death to humans or animals. The Act requires the Secretary, through FDA, to issue final regulations to expedite court actions on perishable foods. No time frame is specified.

Further information regarding this law and subsequent regulations can be found at the following website: <http://www.fda.gov/oc/bioterrorism/bioact.html>. Rogers Worldwide will comply with all aspects of this law and its subsequent regulations. All international exhibitors and shippers are required to comply with this law and subsequent regulation.

U.S. CUSTOMS MUST BE ABLE TO READILY ASCERTAIN WHAT ITEM IS PACKED IN WHICH CRATE OR CARTON. U.S. CUSTOMS MUST ALSO BE ABLE TO READILY ASCERTAIN WHAT CRATE OR CARTON IS PACKED IN WHICH OCEAN CONTAINER FOR FULL CONTAINERLOAD SHIPMENTS.

Material of Mexican, Canadian or U.S. origins that are being shipped to the U.S. from Canada or Mexico also require a NAFTA certificate of origin. Please contact our office for more information regarding this document.

#### **Importer Security Filing and Additional Carrier Requirements (ISF/10+2)**

US Customs and Border Protection (CBP) will be requiring an Importer Security Filing (ISF or "10 +2") no later than 24 hours before cargo is brought into the US by vessel. The ISF will consist of 10 additional data elements from US importers. In addition, 2 data set items will be required from carriers. The Importer Security Filing and additional data from carriers will enhance CBP's ability to identify high-risk cargo shipments. Further information can be found on the US Customs and Border Protection (CBP) website: [http://www.cbp.gov/xp/cgov/trade/cargo\\_security/carriers/security\\_filing/](http://www.cbp.gov/xp/cgov/trade/cargo_security/carriers/security_filing/)

#### **Radio frequency and/or radiation emitting devices**

Any device that emits radio frequency and/or radiation emissions including televisions, personal computers, laser printers, CD/DVD players require clearance through the Federal Communications Commission (FCC) and/or the U.S. Food & Drug Administration (FDA). For information regarding the import requirements for these agencies, please see <http://www.fcc.gov/> and [http://www.fda.gov/cdrh/radhlth/eprc\\_imports\\_and\\_exports.html](http://www.fda.gov/cdrh/radhlth/eprc_imports_and_exports.html)

Download FCC Form 740: <http://www.fcc.gov/formpage.html>

Download FDA Form 2877: [http://www.fda.gov/cdrh/radhlth/eprc\\_imports\\_and\\_exports.html](http://www.fda.gov/cdrh/radhlth/eprc_imports_and_exports.html)

UV lamps, monitors, CD/DVD players/recorders and other radiation emitting devices that do not comply with existing FDA import requirements may be entered temporarily in limited numbers provided each item is immediately re-exported or destroyed under Custom's supervision and marked with the following phrase:

"TESTING/EVALUATION ELECTRONIC PRODUCT - NOT TO BE SOLD IN THE UNITED

STATES. THIS PRODUCT HAS NOT BEEN TESTED FOR COMPLIANCE WITH THE APPLICABLE U.S. RADIATION PERFORMANCE”

### **Restricted Cargo**

The following categories of material may require special documentation and/or clearance to enter the United States:

- ◀ Food & Beverage Products
- ◀ Televisions & Computer Monitors
- ◀ Products Made of Animal Parts
- ◀ Live Animals
- ◀ Firearms and Ammunition
- ◀ Bearings of All Kinds
- ◀ Textiles and Wearing Apparel  
(hats, ties, bags, shoes, t-shirts, etc)
- ◀ Basic Iron & Steel Products
- ◀ Alcohol and Alcoholic Beverages
- ◀ Plants, Nuts, Roots and Seeds
- ◀ Motor Vehicles, Vessels and Aircraft
- ◀ Explosives and Other Military Equipment
- ◀ Biological and Nuclear Material of Any Kind
- ◀ Goods of U.S. Origin Being Returned
- ◀ Drugs and Medical Equipment of Any Kind

This list is not exhaustive and subject to change at any time by operation of law. Please contact Rogers Worldwide for specific requirements regarding these and other categories of material.

### **Protected Plants & Plant Products - The Lacey Act**

The Lacey Act combats trafficking in “illegal” wildlife, fish, and plants. A recent amendment to The Lacey Act will help the US and other countries combat illegal logging and will make it unlawful to import certain plants and plant products without an import declaration. Plants are defined as “Any wild member of the plant kingdom, including roots, seeds, parts, or products thereof, and including trees from either natural or planted forest stands.” The declaration form will require information on the species of plant, the name of the country where the plant was harvested and the value and quantity. Examples of products that may be covered include: Lumber, wood pulp, paper and paperboard, furniture, tools, umbrellas, printed matter, musical instruments, products manufactured from plant-based resins, boats, cars, pharmaceuticals and textiles.

Visit the [USDA Animal and Plant Health Inspection Service \(APHIS\)](#) website for additional information or to download the [Plant & Plant Product Declaration Form](#).

## **B) Case Marking & Packing**

All cargo destined to the United States must be sufficiently packed to withstand the rigors of international transport. All packing material must conform to U.S. Department of Agriculture (USDA) Animal & Plant Health Inspection Service (APHIS) rules regarding the use, marking and documentation of solid wood packing material. For more information about these requirements, please see the following website: [www.aphis.usda.gov/ppq/wpm/import.html](http://www.aphis.usda.gov/ppq/wpm/import.html). Failure to follow the solid wood packing material regulations could result in non-release of your cargo or additional costs and delay associated with fumigation.

Each case/crate must be clearly marked as follows:

Exhibitor Name: \_\_\_\_\_  
c/o 2011 WINTER FANCY FOOD SHOW  
Moscone Center  
Hall: \_\_\_\_\_; Stand # \_\_\_\_\_  
San Francisco, CA  
Case # \_\_\_\_ of \_\_\_\_

Made in \_\_\_\_\_ (country of origin)

For **PERISHABLE and NON-PERISHABLE FOOD PRODUCTS**, please indicate the following

Storage temperature \_\_\_\_\_ (indicate °F or °C)  
REFRIGERATED or FROZEN or DRY (Choose one)

Please use colored labels to categorize each case/crate:

Green = Refrigerated  
Blue = Frozen  
Red = Dry/Non-Perishable

Refer to section G, 'Perishable Shipments' below for additional information on packing perishable products.

#### **D) Mexican and Canadian Border Clearances/Courier and Baggage Shipments**

If the exhibitor requires U.S. Customs and other agency clearance services anywhere along the Canadian or Mexican borders or for any type of courier or baggage shipments, the office of Rogers Worldwide should be contacted for special instructions.

Courier shipments must not be consigned or sent according to these instructions. Refer to the official general contractor's shipping instructions for consignment instructions for shipments sent directly to the advance receiving warehouse or the showsite.

#### **E) Temporary Importation**

This event will receive the official Trade Fair Designation. This classification from the U.S. Department of Commerce enables **non-consumable** international shipments to enter the United States for a period of up to 90 days without having to pay duty. Exhibitors can decide during the course of the show whether they want to permanently enter their goods into the U.S., re-export them after the close of the show or dispose of them under customs' supervision. Rogers Worldwide utilizes a special import bond to process these customs entries.

As per U.S. Customs regulations, trade fair entries can only be filed in port where the show is located. If the freight arrives into an airport or port other than where the show is located, then the freight will have to be moved in-bond to the port where the show is located prior to clearance. This will involve additional time and expense. Unless otherwise instructed, the freight arrives in a port or airport other than where the show is located or an ATA Carnet is used, all consignments will be imported under these U.S. Customs Trade Fair regulations if the total estimated duty liability is more than \$300.00. If the total estimated duty liability is equal to or less than \$300.00, then the goods will be entered permanently into the United States and the duty charged to the exhibitor or their agent. All food, beverage, give-away and literature items are considered consumable.

Please note that U.S. Customs will collect 0.125% of the FOB value of any ocean freight shipment entered as a trade fair entry as the Harbor Maintenance Fee. This fee is collected only on ocean freight shipments where the first U.S. port of unloading is on the U.S. East, Gulf or West Coasts; ocean freight routed through Canada is exempt from this fee. Rogers Worldwide will pay this fee on behalf of the exhibitor or their agent and include the charge on our invoice at cost plus 15% cash advance fee.

Re-exportation, destruction or permanent entry of all goods entered into the United States under the authority of the trade fair bond posted by Rogers Worldwide must be provided by Rogers Worldwide or our authorized agents to prevent violation of the trade fair bond and the assessment of fines and penalties by U.S. Customs.

If an ATA carnet is utilized to temporarily import material for this event, the following policies should be noted:

1. The United States does not recognize the use of carnets for the purposes of exhibition and fairs. Therefore, the carnet should be designated for use as 'professional equipment'.
2. Rogers Worldwide and our authorized agents should be named as the authorized representatives able to sign the carnet.
3. Sufficient counterfoils or vouchers should be included in the carnet packet.
4. If the general list is in any language other than English, then a translation into English should accompany the carnet. There will be an additional charge for any translation done by Rogers Worldwide or our agents.
5. A packing list that indicates how each named item on the general list is packed and in which crate, carton or other shipping unit should accompany the carnet.

## **F) Deadline Dates and Consignment Instructions**

All ocean bills of lading and air waybills must be consigned as follows:

ROGERS WORLDWIDE  
c/o 2011 WINTER FANCY FOOD SHOW  
Moscone Center, 800 Howard Street, San Francisco, CA 94103  
Exhibitor name: \_\_\_\_\_ Booth#: \_\_\_\_\_  
Notify on arrival: Rogers Worldwide - Tel 1 (847) 806-9200 • Fax 1 (847) 806-9204

### **PERISHABLES**

Documents for all **OCEAN** shipments are required to be in the possession of Rogers Worldwide **seven working days prior to the arrival of the freight at the first U.S. port of unloading.**  
all non-perishable ocean freight shipments must arrive at and be routed to **San Francisco CFS NO LATER THAN DECEMBER 2, 2010.**

### **OCEAN FREIGHT**

- **DECEMBER 20, 2010** for delivery to the advance receiving warehouse
- **JANUARY 3, 2011** for delivery direct to show site

Do not issue original bills of lading. **We recommend use of express Bills of Lading to prevent delays.**

The shipper is responsible for any delays due to bad weather, war, strike, equipment failure, intensive examination or other Government intervention.

### **Important Information Regarding Full Containerload Shipments**

All full containerload shipments are delivered intact to the showsite. The shipper is responsible for all demurrage and storage. The bill of lading should be consigned as indicated above.

Please contact the show manager or consult your exhibitor's service kit for advice regarding target load-in dates at the showsite. For all full ocean container shipments, an 'Intermodal Certification' which conforms to the regulations of the U.S. Federal Highway Administration must be given to the ocean carrier to avoid unnecessary delays in handling and delivery of the container to the showsite.

The exhibitor is responsible for any cleaning charges for container or chassis returned to their steamship line with trash, dunnage, blocking, bracing and fasteners that has been left in the container after unloading. The exhibitor is responsible for retaining all dunnage, blocking, bracing, rigging, fasteners and other gear needed to secure the cargo if this gear is necessary for securing the outbound cargo.

**NOTE REGARDING EARLY MOVE-IN:** Permission for early move-in must be obtained in advance and in writing from the general contractor and show management. Copies of the written authorization for early move-in must be faxed to the Rogers Worldwide office three working days prior to the early move-in date. Failure to obtain advance permission will prevent delivery to the showsite.

Deliveries made outside of straight time are subject to overtime surcharges.

#### **AIR FREIGHT**

- **DECEMBER 27, 2010** for delivery to the advance receiving warehouse
- **JANUARY 10, 2010** for delivery direct to show site

Documents for all air shipments are required to be in the possession of Rogers Worldwide **seven working days prior to the arrival of the freight at the first U.S. airport of unloading.** All ***NON-PERISHABLE*** airfreight shipments must arrive at **SAN FRANCISCO (SFO) INTERNATIONAL** airport.

All ***PERISHABLE*** airfreight shipments must arrive at **SAN FRANCISCO (SFO) INTERNATIONAL** airport. **NO LATER THAN DECEMBER 21, 2010** and consigned as indicated above. **WE MUST HAVE FAX COPIES OF ALL SHIPPING DOCUMENTS FOR PERISHABLE FREIGHT NO LATER THAN DECEMBER 21, 2010**

***ROGERS WORLDWIDE MAKES NO GUARANTEE THAT ANY PERISHABLE SHIPMENT WILL BE CLEARED AND DELIVERED ON TIME AS THE ULTIMATE DECISION RESTS ON VARIOUS U.S. GOVERNMENT AGENCIES.***

The proforma invoice/packing lists must accompany the shipment, attached to the air waybill.

**Courier Shipments:** Please refer to section 'D' above.

## Important Information For Ocean & Air Freight

- For all shipments, copies of documents, including truck, air or ocean bills of lading, invoices, carnets, packing lists and other required documentation must be faxed to Rogers Worldwide (Fax: 1 (847) 806 9204) **FIVE WORKING DAYS** prior to arrival. Please also indicate the name of the exhibitor's showsite representative, the name of the hotel where they will be staying, their office phone and fax numbers, their mobile phone number and their e-mail address.
- On all shipping documents (Bill of Lading, air waybill) please indicate:

NOTIFY ON ARRIVAL  
Rogers Worldwide  
Import Operations Department  
Tel 1 (847) 806-9200 • Fax 1 (847) 806-9204

- All air and sea consignments must arrive freight prepaid. Any collect shipments will incur a 15% surcharge to cover the advancement of funds.
- For all full ocean containerload shipments or free domicile/house air shipments which are routed to door of the showsite where the steamship line, freight forwarder or carrier controls the final delivery and choice of trucker, a delivery coordination fee will be charged to the exhibitor.
- We recommend the use of durable crates with screw-down lids to prevent loss or damage. Containers and glassware of any kind must be packed in at least double walled high strength cardboard boxes with adequate cushioning to prevent breakage. Rogers Worldwide will not be responsible for broken containers or crushed boxes that are not adequately packed. Unpacking and packing your cargo at the showsite is the responsibility of the exhibitor.
- We recommend the use of double-walled pallet boxes for consolidated shipments containing material for several exhibitors in the same pavilion. These pallet boxes can be broken down at the showsite with labor supplied by the general contractor or the exhibitors. Labor may be purchased through Rogers Worldwide or directly from the general contractor. Labor orders must be made in advance to insure availability. Use of these pallet boxes prevents pilferage, loss and breakage. Each pallet box must be marked with the name of the exhibitors contained therein as well as their booth numbers. A packing list should be provided for each pallet box. The manifest for consolidated shipment should specify what exhibitor is in what pallet box in terms of pieces, weight and measure.
- Perishable, controlled and non-perishable (dry) cargo must not be shipped together on the same bill of lading or in the same consolidation. Each category of material must be shipped and documented separately.
- Additional charges will be billed for any translation services performed by Rogers Worldwide or our agents for invoices, packing lists and other documentation that is not in English.

### **G) Perishable Shipments**

**THE EXHIBITOR SHIPS PERISHABLE CARGO AT THEIR OWN RISK. NEITHER ROGERS WORLDWIDE, OUR OFFICES, SERVICE PARTNERS, AGENTS, VENDORS NOR OTHER PARTIES TO THE MOVEMENT OF ANY PERISHABLE CARGO CAN BE HELD LIABLE FOR THE CONDITION OF THE CARGO UPON DELIVERY TO THE SHOWSITE. THE EXHIBITOR ACKNOWLEDGES UNDERSTANDING OF THESE TERMS AND CONDITIONS BY CONSIGNMENT OF THIS CARGO TO ROGERS WORLDWIDE.**

Perishable goods surcharges for entry and delivery as indicated below will apply for all perishable shipments regardless of the actual date of arrival. Perishable cargo may also be charged daily storage fees.

**DO NOT SHIP REFRIGERATED MATERIAL WITH FROZEN MATERIAL EVEN IF THEY ARE ASSIGNED SEPARATE HOUSE AIR WAYBILLS. DO NOT SHIP PERISHABLE MATERIAL WITH DRY OR NON-PERISHABLE CARGO EVEN IF THEY ARE ASSIGNED SEPARATE HOUSE AIR WAYBILLS. WE REQUIRE USE OF DIRECT I.A.T.A. AIR WAYBILLS FOR ALL PERISHABLE SHIPMENTS.**

All documents associated with perishable goods must specify the temperature that the goods must be kept at in both Celsius and Fahrenheit scales. The documents should indicate directly whether the goods should be **REFRIGERATED** or **FROZEN**. Failure to follow this advice may result in the storage of the perishable goods at an inappropriate temperature. Additionally, the preferred temperature and the appropriate phrase ('REFRIGERATED' or 'FROZEN') should be clearly marked on the cargo.

The exhibitor is responsible for providing adequate refrigerated or frozen storage at the showsite. Please contact the official on-booth refrigeration contractor to rent on-booth refrigerators and freezers.

Please contact the official general contractor to arrange excess storage space at the showsite for that material not to be stored on the booth. Information for both of these services is contained in the exhibitor's manual.

The exhibitor should be aware that Rogers Worldwide is not responsible for the condition of the material when delivered to the booth because we have no control over the packing of the cargo, the import routing and the temperature of the carrier storage facilities. Perishable cargo will be kept at carrier storage facilities until the evening before the last day of load-in at the showsite. All perishable material will be delivered to the showsite on the afternoon of the day prior to the opening of the show. Please see the following websites for advice about packing perishable cargo:

US Dept. of Agriculture: <http://www.fsis.usda.gov>

Packing Tips: [http://www.fedex.com/us/services/pdf/PKG\\_Pointers\\_Perishable.pdf](http://www.fedex.com/us/services/pdf/PKG_Pointers_Perishable.pdf)

Envirotainers: <http://www.envirotainer.com/solutions/perishables.asp>

Coolguard: <http://www.coolguard.com/coolguardprod.htm>

## H) **Special Instructions Regarding Food & Beverages**

For food and beverages imported into the United States, certain restrictions and quotas may apply that require import permits, licenses and inspections. This is especially true with regard to MEAT, SEAFOOD, PATES, CHEESES, PASTA, FRESH PRODUCE and ALCOHOLIC BEVERAGES. We encourage you to contact Rogers Worldwide with specific questions concerning documentation and entry requirements.

Please provide the following information to us when making your inquiry:

- Name, Date & Location of Show
- Name of Exhibitor, Address, Fax Number & Contact
- Mode of Transport & Port of Entry into U.S.
- Exact Description of Goods, In English
- Harmonic (Brussels) Commodity Code (see <http://www.usitc.gov/tata/hts/bychapter/index.htm>)
- FDA Product Code (see <http://www.accessdata.fda.gov/scripts/ora/pcb/pcb.htm>)
- Gross & Net Weight of Material
- Value & Dimensions of Material
- List of Ingredients by Weight of Material
- Name & Address of Place of Manufacture
- Country of Origin

Following are some U.S. government agency websites that contain useful information and the latest regulations regarding food and beverage imports:

US Dept. of Agriculture (USDA) Homepage: <http://www.usda.gov/>  
USDA Food Safety & Inspection Service: <http://www.fsis.usda.gov>  
USDA APHIS Plant Protection & Quarantine: <http://www.aphis.usda.gov/ppq/>  
USDA Agricultural Marketing Service: <http://www.ams.usda.gov/>  
USDA APHIS Veterinary Service: <http://www.aphis.usda.gov/vs>  
US Food & Drug Administration (FDA) Homepage: <http://www.fda.gov/>  
FDA Center for Food Safety & Applied Nutrition: <http://vm.cfsan.fda.gov/list.html>  
US Alcohol & Tobacco Tax & Trade Bureau: <http://www.ttb.gov/>  
US Trade Representative's Office: <http://www.ustr.gov/>  
National Marine Fisheries Service: <http://swr.nmfs.noaa.gov/tmm.htm>  
USDA APHIS Fruits and Vegetables Import Requirements Database:  
[http://www.aphis.usda.gov/import\\_export/plants/plant\\_imports/quarantine\\_56/favir.shtml](http://www.aphis.usda.gov/import_export/plants/plant_imports/quarantine_56/favir.shtml)

**NOTE: THE U.S. FOOD AND DRUG ADMINISTRATION MAY REQUIRE THE DISPLAY OF A SIGN IN THE EXHIBITOR'S BOOTH THAT STATES THE FOLLOWING:**

**"This article is for display purposes only and not for sale, use or general consumption because it may not be in compliance with applicable regulations of the U.S. Food and Drug Administration."**

Exhibitors whose material does not comply with applicable regulations and fail to display this sign will be fined. Signs will be available at the Rogers Worldwide exhibitor service counter.

**Perishable material should never be shipped with non-perishable material.** Different types of perishable or controlled material should be shipped separately. Failure to do so could result in delay and additional cost.

### **General Requirements For Food Shipments:**

#### **LABELING**

Following are guidelines to be followed for all food importation into the United States. These are not meant to be all encompassing. Shippers and exhibitors are encouraged to contact the nearest officer of the U.S. Department of Agriculture or the U.S. Food and Drug Administration for definitive advice regarding the marking and labeling laws of the United States.

- The country of origin of the material must be marked in a conspicuous place as legibly, indelibly and permanently as the nature of the article (or its smallest retail container) will permit. The country of origin must be identified by the English name of that country.
- The nutritional labeling regulations of the United States as specified under the Nutrition Labeling and Education Act of 1994 (N.E.L.A.) will be enforced by the U.S. Department of Agriculture and the U.S. Food and Drug Administration. Failure to conform to these regulations unless a waiver has been granted in advance could result in the seizure of the cargo.
- Alcoholic beverages require special labeling. Please see section below.
- All labels must be in English.
- All products must be labeled "FOR TRADE FAIR USE ONLY - SAMPLE NOT FOR SALE"
- The serving size, ingredients list, name and address of the manufacturer, processor, packer or distributor and net weight in ounces and grams must all be listed in English on each consumer pack.

## **FRESH PRODUCE**

Please identify all fresh produce by its common English name as well as the proper Latin scientific name. Contact the nearest U.S. consulate or embassy to arrange, if available, a pre-flight inspection of the material by a representative of the U.S. Department of Agriculture. If this is accomplished, then the original inspection certificate must accompany the other shipping documents. A copy of this certificate should be faxed to the coordinating Rogers Worldwide office along with the name and phone number of the U.S. Department of Agriculture or U.S. Customs and Border Protection individual who performed the inspection.

**Please note that certain commodities may be subject to quality inspection by the USDA's Agricultural Marketing Service as required by Section 8e of the Agricultural Marketing Agreement Act of 1937. These inspections are separate from any inspection by USDA APHIS. Please see the website [www.ams.usda.gov/fv/8eWelcome.html](http://www.ams.usda.gov/fv/8eWelcome.html) for further information.**

Certain types of produce may not be allowed into the United States due to pest infestation in the area of cultivation, quotas that limit the quantity allowed into the United States at any given time or because the material in question is deemed dangerous by the U.S. Department of Agriculture or the U.S. Food & Drug Administration. To search for authorized fruits and vegetables by commodity or country, and quickly and easily determine the general requirements, please visit the [Fruits and Vegetables Import Requirements Database \(FAVIR\)](#) on the USDA APHIS website.

## **ACIDIFIED & LOW ACID CANNED FOODS**

All producers of acidified and low acid canned or bottled foods are required to register their establishments and file processing information with the FDA. Exhibitors must provide their **CANNING ESTABLISHMENT NUMBER** on their shipper's invoice. Imports of canned or bottled product from an establishment not registered with the FDA may be subject to redelivery, fines, penalties and liquidated damages. Please see the following website for more information: <http://www.cfsan.fda.gov/~lrd/lacregs.html>. The shipper's invoice should also include the can dimensions of each product.

## **MEATS, POULTRY, PATES AND SEAFOOD**

Meat products **MUST BE PACKED SEPARATELY** from all other commodities and a shipped 2-3 weeks prior to the show.

A canning establishment number assigned by the FDA may be required for most types of canned meats and seafood. Certain types of fresh, chilled, cured, dried and frozen meats, pates and seafood are prohibited entry into the United States depending on the country of origin, type of animal used to produce the product and the method of preparation of the material at the factory or packing plant. Those types of meat and seafood that are allowed into the United States generally require quarantine or intensive physical examination as well as special permits that require additional time and cost to process. Most meats and seafood that are not canned require a certificate from the Veterinary Service of the country of origin that describes the type of animal used and the manufacturing process, an English translation of the certificate and the U.S.D.A. establishment number of the place where the product was processed or packed. Rogers Worldwide can obtain authorization for importation of small quantities of fresh, chilled or frozen meat or seafood provided the exhibitor begins the application process at least **SIX** weeks prior to the opening of the show.

The internal temperature maintained while processing the product and the duration of the internal temperature should be specified on the shipper's invoice as well as the size and type of packaging.

The NOAA Form 370, Fisheries Certificate of Origin, is required to accompany all imports of frozen and/or processed tuna products. It is important that all NOAA Form 370s be filled out properly and completely. Please complete all boxes on this form except for boxes #1, #3 and #8. Incomplete forms may lead to a delay or rejection of the filed paperwork by the U.S. Customs Service. A copy of this form is available at this website: <http://swr.nmfs.noaa.gov/psd/noaa370.pdf>.

## **CHEESE, MILK, EGGS, BUTTER, ICE CREAM & OTHER DAIRY PRODUCTS**

U.S. Customs and the U.S. Department of Agriculture require valid import permits for most cheeses and other dairy products that are under quota and valued at \$25.00 or more per shipment. Furthermore, the U.S. Food & Drug Agency has jurisdiction over insuring that the material is safe for human consumption. The general rule is that the softer the cheese, the more stringent the import requirements. If the exhibitor or their agent cannot obtain a valid permit, Rogers Worldwide will attempt to obtain an EX-QUOTA PERMIT on behalf of the exhibitor. Most cheeses made from goat or sheep milk are exempt from ex-quota permit requirements.

The following information must be provided to Rogers Worldwide at least **SIX weeks** prior to the arrival of the goods into the United States:

- Shipping Details (Bill of Lading & Flight Numbers)
- Types of Cheese/Dairy Products with Harmonic (Brussels) Code (If Known)
- FDA Product Code (see <http://www.accessdata.fda.gov/scripts/ora/pcb/pcb.htm>)
- Size and Type of Packing Used for Each Individual Item
- Description of Each Item by Weight, Dimension & Value
- Type of Animal from which the Material Originates
- Name & Address of the Manufacturer
- Description of Process Used to Make Material
- Country of Origin
- Common and trade names of products.

This information must also be listed on the shipper's invoice to avoid delays in FDA clearance. Please note that ex-quota permits will only be granted for shipments not exceeding 45 kilos per shipment per exhibitor. Obtaining the permit does not guarantee that the goods will be released. If necessary, we suggest that several smaller shipments, each shipped separately on their own master air waybills and under 45 kilos, be sent to insure that a sufficient amount of the material is cleared in time for the show. Our minimum charges would apply to each shipment. If the cheese or dairy product is made from the milk of two or more different animals, then the percentage of milk from each type of animal must be indicated on the shipper's invoice.

### **PASTA & NOODLES**

Pasta and noodles from some countries in the E.U. are under quota and may require quota certificates (called P-1 & P-2 certificates) issued by the appropriate government agency in the country of origin if the quantity shipped exceeds 10 kilos per shipment. Generally this requirement is only for pasta and noodles made of durum wheat. However, as there are no exceptions to this requirement for amounts shipped in excess of 25 kilos, you should check with Rogers Worldwide prior to shipping.

Shipments of pasta or noodles that arrive without quota certificates, are in excess of 25 kilos net weight and are found to be quota material must be destroyed under Custom's supervision. We suggest that several small shipments be sent on separate master air waybills and have a net weight of less than 25 kilos. Our minimum charges would apply to each shipment.

### **ALCOHOLIC BEVERAGES**

Alcohol must be assigned to a separate HAWB or ocean bill of lading from all other goods in your shipment and consigned as follows:

ROGERS WORLDWIDE  
c/o 2010 Summer Fancy Food Show  
Exhibitor name: \_\_\_\_\_ Booth#: \_\_\_\_\_  
Moscone Center 800 Howard Street, San Francisco, CA 94103  
Notify on arrival: Rogers Worldwide - Tel 1 (847) 806-9200 • Fax 1 (847) 806-9204

Provided the US Alcohol & Tobacco Tax & Trade Bureau issues a waiver for this event, then a Federal Liquor Import Permit and label approvals are not required. Rogers Worldwide will arrange for a waiver for a fee of \$1.00/container of any size, with a minimum of \$150.00 per shipment. It is imperative that the commercial or proforma invoices covering all shipments of alcoholic beverages list the following information:

- Type & Description of Beverage in English
- Harmonic (Brussels) Commodity Code of Each Type of Beverage
- Number of Containers of Each Type of Beverage
- Liquid Volume of the Container of Each Type of Beverage
- Value of Each Container
- Percentage of Alcohol by Volume or Proof of Each Type of Beverage

#### **Labeling:**

All containers must be marked "**FOR TRADE FAIR ONLY - SAMPLE NOT FOR SALE**". Furthermore, each container must also be marked with the following statement:

***GOVERNMENT WARNING:** (1) According to the Surgeon General, women should not drink alcoholic beverages during pregnancy because of the risk of birth defects. (2) Consumption of alcoholic beverages impairs your ability to drive a car or operate machinery, and may cause health problems.*

**Wine:** In addition to the above mentioned guidelines, each individual container of wine must be labeled 'Contains Sulfites'.

The use of lead capsules on wine containers is unlawful in some states. Containers must be adequately packed to withstand rough handling to prevent breakage. Wooden crates with foam dividers are recommended. To prevent pilferage, do not indicate on marking of crates that they contain alcoholic beverages. Rogers Worldwide is not responsible for breakage or loss due to inadequate packing or labeling.

Shippers of alcoholic beverages must comply with the registration and prior notice requirements of the Bioterrorism Act of 2002 as detailed above.

## **I) Outbound Consignments**

At the conclusion of this event, Rogers Worldwide will be coordinating the outbound activities for all return shipments to their countries of origin. Customs exit formalities must be finalized before any international goods will be allowed to leave the United States. The Rogers Worldwide on-site staff will discuss the appropriate arrangements with each exhibitor during the exhibition. If the outbound disposition of your goods and equipment is known in advance of the show, please notify Rogers Worldwide at your earliest convenience.

Failure of the exhibitor or their agent to contact Rogers Worldwide's to make return arrangements will result in additional costs and delays. It is the responsibility of the exhibitor to properly pack and label their outbound cargo sufficiently to withstand the rigors of international transport. The exhibitor tenders their outbound cargo at their own risk. Rogers Worldwide's responsibility for the cargo begins upon loading onto our designated outbound carrier.

Rogers Worldwide can also assist the exhibitor with their participation in other tradeshow, exhibitions and expositions throughout the United States, Canada and Mexico. Please contact any Rogers Worldwide office or service partner for additional information about these and our other services.

## J) Service Rates & Fees

Following is our tariff for our services. All rates are in U.S. Dollars.

### 1. Import Services

- a. Inbound A.T.A. Carnet Endorsement: \$185.00/carnet
- b. Customs Entry Fee: Permanent: \$185.00/entry  
Temporary: \$275.00/entry
- c. Perishable Freight Entry Surcharge: \$225.00/Entry
- d. Additional Shipper's Invoices (past one): \$20.00 each
- e. Additional Tariff Classifications (past three per invoice): \$10.00 each
- f. Import License/Permit: \$275.00 each plus courier fees
- g. Food & Drug Administration Clearance:
  - Food & Beverage Products:
    - BTA Agent Fee: \$250.00
    - BTA Prior Notice: \$10.00/per line, Minimum=\$45.00/invoice or \$165.00 per entry, whichever is greater
  - Other Products: \$75.00/entry
- h. Alcoholic Beverage License Waiver Fee: \$1.00 per container of beverage, Minimum \$150.00 per shipment
- i. U.S.D.A. APHIS Exam: \$75.00 each + User Fees
- j. Airport Transfer from Airline to Rogers' Warehouse: \$0.28/actual kilo, Minimum=\$65.00/shipment
- k. Showsite Coordination/Supervision Fee: \$75.00/exhibitor/shipment, Minimum=\$175.00 /Shipment
- l. Messenger Fee: \$40.00/entry or carnet
- m. Communications Fee: \$35.00/entry or carnet
- n. Courier Fees: At cost + 20%
- o. Destination Terminal Handling or Other Collect Carrier Fees: At cost, Minimum=\$75.00 per AWB or \$175.00 per ocean bill of lading.
- p. Import Surety Bond: Necessary if an A.T.A. carnet is not used.
  - Minimum: \$85.00/entry
  - Definitive Import: 0.65% of the FOB value of the cargo
  - Temporary Import: 1.75% of the FOB value of the cargo
  - Maximum: Dependent on commodity

- q. Duty, Tax & Customs User Fees, Estimated, Subject to Change: At cost plus 20% admin/cash advance fee, Minimum \$35.00/entry determined by actual amount of duty, tax and user fees.
- r. FDA Registration: \$250.00/entity
- s. Security Fee: \$50.00/AWB or Ocean Bill of Lading
- t. Delivery of Cargo: Dependent on port or airport of arrival and delivery point (advance warehouse or showsite). Please contact Rogers Worldwide for cost estimate. Indicate weight, measure, mode of transport and any special requirements (air-ride, flatbed, vanline, etc.).

A delivery coordination fee is charged for any shipment routed by the shipper through their Carrier or Forwarder to Door Showsite or Advance Receiving Warehouse:

- Ocean Freight: \$175.00/Bill of Lading
- Air Freight (Including all Free Domicile/Free House Shipments): \$65.00/Airwaybill

Truck Waiting Time: Rates are based on use of standard, non-air-ride equipment during regular working hours unless otherwise specified. Special delivery or equipment surcharges may be due for pickups or deliveries made outside of regular working hours or for perishable cargo handling.

- LCL and air freight shipments: \$75.00/hour or fraction thereof.
- FCL and FTL: At cost + 20%

## 2. Export Services

- a. Outbound A.T.A. Carnet Endorsement or cancellation of temporary entry: \$175.00/carnet or entry
- b. Export Forwarding Fee:
  - Ocean Freight: \$185.00/bill of lading
  - Air Freight: \$150.00/airwaybill
- c. Domestic Delivery Coordination: \$175.00/bill of lading or \$75.00/airway bill
- d. Air Export Airport Transfer or LCL Ocean Freight Origin CFS Handling Fees:
  - Minimum: \$65.00/shipment
  - Rate: \$0.28/chargeable kilo
- e. Truck Fuel surcharge: At cost, subject to change
- f. Messenger Fee: \$50.00/bill of lading, carnet and/or airwaybill
- g. Communications Fee: \$50.00/entry and bill of lading, carnet and/or airwaybill
- h. Cancellation of Import Permit or License: \$185.00 each
- i. Delivery from Showsite to Port of Export: See item 's', Section 1 above.
- j. Security Fee: \$0.20/chargeable kilo, Minimum \$25.00/AWB or Ocean B/L
- k. Outbound Showsite Coordination/Supervision Fee: \$75.00/exhibitor, Minimum=\$175.00/Shipment
- l. TSA/CBP Security Fee: \$50.00/air or ocean bill
- m. Truck waiting time: See item 's' in 'Import Services' section above.

**PLEASE NOTE THE FOLLOWING:** Additional charges may be due for shipments that arrive after our arrival deadline dates as well as for overtime, special delivery, waiting time, intensive exams, unpacking, packing, storage, demurrage, blocking, bracing, other agency clearances, labor, multiple customs entries, truck waiting time, consolidated shipments containing cargo for several exhibitors requiring breakdown in our warehouse or at the showsite or for any other service not otherwise specified in our tariff. The actual charges associated with a shipment may differ from any written cost estimate given due to a change in the information, particulars or

circumstances upon which the cost estimate was based. All services performed on straight time during regular working hours. Subject to our terms, conditions, instructions and limits of liability. All rates are in U.S. Dollars.

## K) Payment Terms

Payment of all estimated inbound charges must be received prior to filing of any customs entry. Payment of all estimated outbound charges must be received prior to the dispatch of the cargo from the United States. Credit terms may be available from official Rogers Worldwide offices, service partners and agents. Payment can be made via cash, traveler's checks, company checks drawn from a U.S. bank or American Express, MasterCard or VISA. Our bank information is as follows:

Rogers Worldwide  
(A Division of Rock-It Cargo USA LLC)  
c/o Wachovia Bank, Philadelphia, PA, USA  
Account # 2000018430369 - ABA Routing# 031000503

A copy of your confirmed bank transmittal receipt should be faxed to our office indicating our invoice number to insure that your payment is properly applied. In the event of non-payment, for any reason whatsoever, that should result in the use of collection agencies for recovery of outstanding monies, Rogers Worldwide reserves the right to full recovery including any deductions of costs imposed by the aforesaid agencies. The exhibitor is ultimately responsible for all charges billed by Rogers Worldwide regardless whether an agent, forwarder or other third party is involved in any way. All charges due Rogers Worldwide must be paid in full before any claim for loss or damage will be processed, investigated or acknowledged.

## L) Cargo Insurance

We can offer round-trip insurance for your exhibit material subject to various restrictions and deductions. Jewelry, glassware, foods, beverages and certain other items **cannot** be covered. Requests for coverage must be made in writing on your company's letterhead accompanied with a copy of your shipper's invoice and packing list. Coverage subject to the terms, conditions, limits of liability, deductibles and exclusions of our policy. Please contact this office for additional information.

It is the responsibility of the exhibitor to arrange for adequate insurance coverage of their material while the cargo is in transit and in the custody of Rogers Worldwide, the official drayage contractor or any other carriers, agents or vendors.

## M) Recommended Agents

A list of Rogers Worldwide offices and service partners experienced in coordinating exhibition shipments is available upon request. We suggest you contact one of these offices to arrange transportation services from point of origin to your booth. If there is not a Rogers Worldwide office or service partner located in your country, please contact our office for advice. Should you choose to use your regular forwarding agent, please provide them with a copy of these instructions.

**N) Limits of Liability**

Rogers Worldwide's liability for loss or damage of materials entrusted to them for shipment **EXCLUDING PLASMA SCREENS, GLASS OR PERISHABLE MATERIAL OF ANY KIND** is limited to that of the carriers and/or agents employed to provide such services to a maximum of \$50.00/package or the value of the cargo, whichever is less. Rogers Worldwide is not liable for the loss, damage or non-delivery of any plasma screens, light bulbs, bottles, mirrors, windows, glassware of any kind, monitors, musical instruments, firearms, stamps, coins, jewelry, food and beverage items that arrive without prior notice or perishable products of any kind whatsoever. All work is undertaken at the owner's risk and otherwise in accordance with these shipping instructions and our terms and conditions, a copy of which is available upon request.

The aforementioned terms and conditions shall be construed according to the laws of the State of California. It is further agreed that jurisdiction and venue for any suit arising out of this transaction shall be in the Municipal or Superior Court of the State of California in the County of Los Angeles. It is further agreed that in the event of any suit to enforce any of the terms and conditions hereof, then in that instance the prevailing party shall be entitled to reasonable attorney's fees and costs as fixed by the court. It is the responsibility of the exhibitor to file a written preliminary notice of claim with Rogers Worldwide before the close of the show to preserve their rights to make a formal claim at a later date.

**O) Quality Service**

Rogers Worldwide, our overseas offices, partners, carriers and other vendors are committed to providing the best service for the fairest price. If the exhibitor feels that we have not fulfilled this commitment, please inform any of our Rogers Worldwide offices for an immediate response. Thank you for your business and we hope your participation is a great success!

The exhibitor understands that neither Rogers Worldwide nor our agents, service partners or other suppliers are liable for any damage or loss that occurs while the freight is in the custody of the general contractor. All claims for loss or damage that may occur on or at the showsite should be made directly with the general contractor. Please note the terms and conditions of service as well as the limits of liability of the general contractor are usually published in the exhibitor service kit or indicated on the contractor's order forms.