



**September 19-22, 2022**  
**Los Angeles Convention Center**

# **International Shipping & U.S. Customs Guidelines**

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**PIBL**

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# INTRODUCTION

**Phoenix International Business Logistics, Inc. (PIBL) has been appointed the Official International Freight Forwarder / U.S. Customs Broker for the ITS World Congress 2020.**

We strive to offer each exhibitor exemplary service in concert with our overseas partners. By using PIBL's international network, your company can derive these benefits:

- Alleviate potential transport and customs clearance problems and insure your exhibit is delivered on time.
- Increase the efficiency and reliability of the entire transportation process
- By establishing an account with a PIBL overseas agent, all charges for services incurred in the U.S. can be invoiced directly to you through our agent. Otherwise, payment for services must be collected from the exhibitor (or their freight forwarder) prior to the delivery of your shipment to the show site.
- PIBL will coordinate the customs clearance of all inbound freight through U.S. Customs and Border Protection (CPB) and will arrange timely delivery to the show site.
- Our licensed personnel are on-site before, during, and after the show to answer questions about customs clearance and to assist you with the re-exportation of freight after the show closing.

Should you have any questions regarding transportation or U.S. Customs, we invite you to contact us.



# U.S. CUSTOMS CLEARANCE

All shipments arriving in the U.S. require clearance from U.S. Customs prior to release from the port, airport or terminal. In order for PIBL to affect customs clearance on your behalf, you must provide a company name under which PIBL can prepare the customs entry. This company can either be a U.S. resident company or an overseas non-resident company.

## What PIBL Needs to Act as Your Customs Broker

1. Completed U.S. Customs Power of Attorney Form (available upon request)
2. Import Freight Information Sheet (attached) - return by facsimile or email to the PIBL coordinating office. If needed, consult with our agent on how to complete this form.
3. Contact name and phone number

**Note:** Customs clearance will take approximately 2-3 days. During this time, the freight must remain under customs supervision at the port of entry and under no circumstances can it be delivered to the show site.

## About The Power Of Attorney

The PIBL coordinating office must be in possession of your Power of Attorney 48 hours prior to export of seafreight shipments, in order to file the importer security notice with U.S. Customs or immediately upon export of airfreight shipments. It is the exhibitor's responsibility to make available to PIBL all appropriate documentation for customs clearance. **Failure to do so may result in late filing fees and surcharges and/or late delivery to the show site.**

Blank Power of Attorney forms are available upon request.

## Timely Deliveries

Although PIBL will do everything possible to insure all shipments are delivered in time for the show, we cannot be held responsible for late or delayed delivery of freight due to the exhibitor's failure to follow the provided procedures.



# TYPES OF U.S. CUSTOMS ENTRIES

## Permanent Entries

Permanent Customs entries are reserved for those Exhibitors who are expecting their freight to permanently remain in the United States. U.S. Duty and other applicable processing fees will apply. Shipments with duty liability of less than \$250.00 are automatically cleared as a permanent entry.

## Temporary Entries

High value exhibits imported and intended to be re-exported after the show can be cleared on a temporary duty free (TIB) entry. TIB entries should only be utilized for exhibits intended for re-export in the same condition and quantity in which they were imported. TIB merchandise entered into the U.S. and not exported is subject to U.S. Customs penalties and fines.

All give-away items, food, beverage, etc., are considered consumables and are therefore unable to be cleared under a temporary entry.

It is not recommended that merchandise intended for temporary or permanent entry into the U.S. be packed and shipped together. U.S. Customs will not accept one customs entry for both permanent and temporary freight. We suggest that such freight be packed and shipped independently under separate commercial invoices and house bills of lading. Questions on this subject can be forwarded to PIBL or our overseas agents.

# CONSIGNMENT INFORMATION

## **Consignee**

Name of exhibiting company / Booth #  
C/O ITS World Congress 2022  
Los Angeles Convention Center  
1201 S. Figueroa St.  
Los Angeles, CA 90015

## **Notify**

Phoenix Int'l Business Logistics, Inc (PIBL)  
Attn: Veronica Gomez  
Phone 908.355.8900 Fax 908.355.8883

*All documents such as invoices and packing lists should accompany air shipments and must arrive with the freight.*



# IMPORT SECURITY FILING (10+2) Rule.

*This information is needed 48 hours before shipment is loaded*

International exhibitors attending trade shows in the U.S. face federal regulations when importing cargo by ocean freight from overseas. On January 26, 2009 the Import Security Filing (ISF) rule, also known as the 10+2 rule, took effect. International exhibitors who fail to follow the new rule from the U.S. Customs and Border Protection (CBP) are subject to fines and penalties. Under the ISF rule, importers are required to submit 10 items of data about their cargo at least 24 hours before it is loaded aboard a vessel at a foreign port. Two additional data items are required by the carrier as well, resulting in what is known as the 10+2 rule. To comply with the new rule, exhibitors are required to provide PIBL or a PIBL agent the following 10 data elements 48 hours prior to loading at the port of origin.

- |  |  |
|--|--|
| 1. Manufacturer (or supplier) name and address | 6. Consolidator name and address         |
| 2. Seller name and address                     | 7. Importer of record number             |
| 3. Buyer name and address                      | 8. Consignee number                      |
| 4. Ship to name and address                    | 9. Country of origin of goods            |
| 5. Container stuffing location                 | 10. Harmonized Tariff Schedule (HTSUS) # |

On July 9, 2013, CBP was authorized to begin full enforcement of the ISF regulation. CBP will begin fining Importers for the submission of an inaccurate, incomplete or untimely filing or for failure to file. Violators will be fined \$5,000 per non filed, late filed, inaccurate filing or inaccurate ISF update. Fines will not exceed \$10,000 per ISF. To expedite the process, contact PIBL or a PIBL agent to request an email copy of an easy to use "type and send" ISF form or download it from

[http://phoenixlogistics.com/f\\_and\\_e.html](http://phoenixlogistics.com/f_and_e.html)



# OCEANFREIGHT/AIRFREIGHT DEADLINES

Ocean Freight (FCL):	Port of Los Angeles	Contact PIBL for arrival dates
(LCL)	Port of Los Angeles	Contact PIBL for arrival dates
Air Freight:	Los Angeles Airport	September 1, 2022

To ensure timely delivery to the show site, we recommend that all shipments arrive in the U.S. by the above deadline dates. PIBL will not charge intermediate storage for air freight or LCL sea freight shipments that have arrived and are customs cleared within the above provided time frames. If you require a later arrival date, please contact the PIBL coordinator to discuss.

## REQUIRED DOCUMENTATION

The following documents must be provided for Customs clearance:

- Bills of lading or airway bills. (Express release bills of lading only) - **No originals.**
- Signed commercial/proforma invoices in English, giving exact commodity description with harmonized number, unit value and total value. (You cannot indicate NO COMMERCIAL VALUE on invoices. This is not accepted by U.S. Customs)
- Completed and signed Import Freight Information sheet (see Forms section)
- Packing list in English (may be combined with the commercial invoice)
- Power of Attorney - available upon request. This is not required if you have worked with PIBL previously.
- Any applicable documents, licenses, insurance certificates



# RESTRICTIONS ON WOOD PACKAGING MATERIAL

The United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) has revised its import regulation for wood packaging materials (WPM), 7 CFR § 319. The final rule was effective September 16, 2006 with full enforcement commencing on July 5, 2006.

The regulation restricts the importation of many types of untreated wood articles, including wooden packaging materials such as pallets, crates, boxes, and pieces of wood used to support or brace cargo. The regulations currently refer to these types of wood packaging materials as solid wood packing materials, defined as “wood packing material other than loose wood packing material, used or for use with cargo to prevent damage, including, but not limited to, dunnage, crating, pallets, packing blocks, drums, cases, and skids.” **Any wood packaging material not meeting the treatment specifications of this rule will be immediately re-exported.**

The rule states that regulated wood packaging materials must be marked in a visible location on each article, preferably on at least two opposite sides of the article, with a legible and permanent IPPC mark that indicates that the article meets the new requirements. **It is highly recommended that IPPC stamped crates loaded in full containers be placed at the tail of the container so the stamp is clearly visible by Customs when the container doors are opened.** U.S. Customs is no longer accepting fumigation certificates as proof of fumigation. All fumigated wood packaging material must be stamped with the IPPC stamp.

Should you have any questions regarding the wood packaging material used for your exhibit, please consult your local PIBL agent, in-house freight forwarder, or packing and crating company. Additional information on this subject can be found on the USDA Website: <http://www.aphis.usda.gov/lpa/issues/wpm/wpm.html>





## **FULL CONTAINER OCEAN SHIPMENTS**

Containers arriving in Los Angeles must be terminated at the port, at which point, PIBL will arrange the customs clearance and transfer of the container to showsite

A marshaling yard has been established for the orderly management and drayage of containers to the show site for unloading. PIBL will arrange for delivery of containers to the marshaling yard for intermediate storage and subsequent delivery to the convention center for unloading. DOOR DELIVERY BY THE STEAMSHIP LINES DIRECTLY TO THE CONVENTION CENTER IS PROHIBITED.

For the purpose of ensuring containers are available for re-export, we ask that you notify Phoenix of any full container return shipments prior to arrival in Los Angeles. Availability of containers is limited and booking equipment is required 10 days in advance. If arrangements have not been made and containers are not available for loading on showsite, Exhibitor's freight will be removed from showsite and returned to Phoenix's contracted warehouse. These services will be invoiced to the Exhibitor's account.

## **LESS THAN CONTAINER LOAD OCEAN SHIPMENTS**

If you intend to engage the services of a sea freight consolidator for your LCL (less than container load shipments), please be aware of the delays associated with U.S. Customs examinations at the port of arrival. These delays range from 6-12 days. Although PIBL cannot reduce the risk of U.S. Customs examinations, we can expedite the clearance process and delivery to show site.



# INTERNATIONAL SMALL PACKAGE SHIPMENTS

Small package shipments are defined as shipments less than 50 kgs. Successful customs clearance and delivery of international small package shipments can be a challenge. To reduce delays, additional expenses and possible non delivery of your shipment, we recommend exhibitors utilize our door to door delivery services. In conjunction with our overseas agents, our staff arranges the transportation from origin, the customs clearance, and the delivery of your small package shipment to the show at a competitive price. Please contact us to discuss the best method for handling your small package shipment.

## U.S. CUSTOMS DUTY AND PROCESSING FEES

Merchandise entered into the Commerce of the United States is subject to duty, merchandise processing fees and, if imported via sea freight, a harbor maintenance fee. These duties/taxes will be estimated and invoiced by PIBL in accordance with the description provided on your commercial invoice. All U.S. Customs and service fees invoiced by PIBL must be paid prior to freight delivery to the show site.

Duty - Based on commodity description and rate of duty

Merchandise processing fee - .3464% of FOB value (maximum USD\$ 538.40) Sea & Air

Harbor Maintenance fee - .125% of FOB Value - (No maximum) Sea freight only

### Preparing the Commercial Invoice

Commercial/pro forma invoices must include the following information:

- \* Name of shipper (exporter or manufacturer)
- \* Name of consignee (exhibiting company **C/O ITS World Congress 2022.**)
- \* Booth number
- \* Complete description of merchandise
- \* Harmonized tariff number of each description
- \* Unit value and total value ("No commercial value" statements are not accepted by U.S. Customs)
- \* Invoices must be in English

### Display Description

A display booth with lights, panels, etc., can be grouped and shown as this example indicates:

"Completed display booth and stand" 9403.20.0020 Value \$5,000.00



## **PROHIBITED COMMODITIES**

Certain commodities are prohibited from import into the United States. We strongly advise you refrain from shipping any items of clothing, especially t-shirts, hazardous chemicals, paint, or food/beverages with your shipment. However, should you find it necessary to import such merchandise, please send it separately and in advance of your primary shipment.

## **OUTLAYS AND PAYMENT CONDITIONS**

PIBL will advance funds on your behalf for expenses incurred in Los Angeles. Unless you have an established account with PIBL or a PIBL partner, these charges are expected to be paid prior to delivery of your shipment to the show site.



# INSURANCE

To best serve our customers, we must inform you that the liability of your freight forwarders, customs broker and contracted carriers, as well as PIBL, is limited to \$50.00 per shipment under the Freight Forwarder/Customs Brokerage Industry's standard terms covering liability for physical loss or damage to your cargo. In the unfortunate event that your goods are damaged or lost while entrusted to PIBL and if our agents or we are determined liable for the damage or loss, our and their liability will be limited to \$50.00 per shipment.

If you do not wish to run this risk, you have two options. You may declare the value of the goods to us prior to shipment; PIBL with our agents will thereby charge you a significantly higher rate for our services. Alternately, you may procure insurance on your own, or through us, for the full value of the goods for the time the goods are entrusted to us and/or our agents, including international door-to-door coverage.

Generally, the premium for such insurance is much less than the higher freight rate that you will be charged if you choose the first option, declaring the higher value.

If you or your insurance broker has any concerns that your present coverage does not fully cover the value of your shipment in the event of loss or damage, please feel free to request full coverage of this shipment in writing to PIBL. Through our underwriters, we have the ability to insure your shipment for the value as indicated in your request.

If you do not wish to exercise either option, or if you are satisfied that the insurance coverage you have arranged through others and not through us is sufficient, you are acknowledging the fact that PIBL has not insured your shipment and has advised you of the liability limitation that will otherwise apply.



# **Outbound Shipping Instructions**

These instructions are provided to assist you with the documentation required to remove your freight from the show site. Please contact your PIBL representative with any questions prior to the show closing.

## **BEFORE THE LAST DAY OF THE SHOW**

- Secure a **material handling form or bill of lading** from the appointed show contractor. You must complete this form to help the contractor identify your shipment and tender it to PIBL
- Ensure all show **contractor invoices** have been paid.

## **ON THE LAST DAY OF THE SHOW**

- If you have not received the material handling form or bill of lading from the show contractor, visit the contractor's service desk to request it.
- Complete the form by **adhering to all of the instructions** provided by the contractor.
- You must **indicate PIBL/Phoenix as the carrier** in this manner:  
PIBL-Phoenix/Att: (your PIBL representative's name and phone number)
- Each piece that you pack **must be labeled** with a final delivery/consignee address. If you don't have labels, the show contractor can provide blank labels for your use.
- Be sure that the **piece count** that you list on the material handling form precisely matches the number of pieces that you have packed and are shipping.
- The **final delivery address** that you provide on the handling form must match the delivery address on the labels.
- After packing your exhibit, **return the completed material handling form to the show contractor's service desk**. Without this completed form, the show contractor cannot release your shipment to our driver.  
**Important:** Don't leave the material handling form with your freight at the booth, or leave the exhibition center without taking the completed form to the show contractor.
- Call or email your PIBL representative to **advise us of the final piece count**, as well as the time that you dropped off the completed material handling form at the show contractor's service desk.

**Questions? - Call our Export Department at  
908-355-8900**



## **PHOENIX OVERSEAS AFFILIATES AND OFFICES**

PIBL urges all exhibitors to utilize the transportation services of our overseas partners and affiliates. These offices have familiarized themselves with these guidelines and are in a position to invoice you directly for all destination and on-site charges. By using the PIBL network, you will alleviate any delays in Los Angeles and will increase the efficiency of the entire transportation process. The full contact information for each office is provided at the end of these guidelines. If an agent is not provided for your country, please contact PIBL for the office nearest your location.



# DEADLINES AND TARIFF

## A. Important scheduling notes

1. Phoenix is offering **free** storage of LCL and airfreight shipments arriving after the before mentioned deadline dates.
2. Cargo arriving after the above stated deadline dates will be charged additional fees based on the services required to insure timely clearance and delivery to the convention center.
3. Due to the possibility of a high volume of return shipments, please allow additional time for exports from Los Angeles. Expedited export transportation services are available. However, this service must be requested in advance of show closing.

## B. Inbound charges

- |  |                                |
|--|--------------------------------|
| 1. Terminal Handling charges and transfer of documents.....      | As per outlay + 15% outlay fee |
| 2. Customs clearance fees:                                       |                                |
| Permanent entries .....  | US 150.00 p/entry              |
| Temporary entries .....  | US 175.00 p/entry              |
| ATA Carnet Clearance .....                                       | US 185.00 p/entry + Messgr     |
| 3. U.S. Customs exam services.....                               | as per outlay+ 15% outlay fee  |
| 4. Custom's exam coordination fee .....                          | US 75.00 per exam              |
| 5. Document messenger services, communication and Exposition     |                                |
| Onsite staff supervision fee .....                               | US 125.00 p/entry/container    |
| 6. Other Gov't Agency releases (If required).....                | US 35.00 p/entry               |
| 7. Additional Classifications (3 free) .....                     | US 7.00 each additional        |
| 8. Additional invoice (1 free) .....                             | US 15.00 each additional       |
| 9. * Delivery from Los Angeles Airport or consol point, to ..... | US 45.00 p/100 lbs             |
| Show site dock. (Based on Greater of volume or weight)           | US 300.00 Minimum              |
| 10. Seafreight container drayage to Showsite .....               | Available upon request         |
| 11. Trucker waiting time .....                                   | US 85.00 per hour/1 hour free  |
| 12. US Customs bond fee:   |                                |
| TIB/Trade Fair entry bond fee .....                              | US 7.50 per/USD 1,000.00       |
| Permanent entry bond fee .....                                   | US 6.50 per/USD 1,000.00       |
| Minimum Bond fee .....   | US 85.00                       |
| 13. Import Security filing: .....                                | US 75.00 p/sea shipment        |
| 14. Import Security Bond fee .....                               | US 85.00                       |

\* Discounts available for shipments exceeding 4,000 lbs



### C. Outbound charges

1. Export documentation:
  - Air ..... US 75.00 p/shipment
  - Sea ..... US 125.00 p/shipment
2. TIB/TFE Cancellation ..... US 100.00 p/entry
3. ATA Carnet clearance ..... US 185.00 p/entry + Messgr
4. Onsite sea/air/domestic shipment coordination ..... US 75.00 p/shipment
5. Export in-bond transit fee for transport of bonded shipments..... US 105.00 p/shipment
6. Delivery from show site to Los Angeles Airport or consol point ..... US 45.00 p/100 lbs  
(Including intermediate storage) ..... US 300.00 Minimum  
(Based on Greater of volume or weight)
7. Seafreight container drayage from showsite to Railyard ..... Available upon request

Return Air/Ocean freight rates will be quoted on a case per case basis.

***Above rates apply to services provided during normal working hours. For after-hours, weekend, and/or holiday pick ups or deliveries, add \$125.00 to the above inbound and outbound coordination fees.***





## **D. Important Tariff notes**

1. Rates exclude all U.S. Customs duty, taxes and/or Merchandise Processing Fees, any storage charges due to early arrival or delays beyond Phoenix's control, and charges related to the movement of freight once it arrives on showsite.
2. Unless prior arrangements have been made with our PIBL overseas affiliate, all freight charges must be settled prior to show opening. Failure to do so will result in a 2.5% outlay charge. Payment may be in the form of cash, American Express or Traveler's checks. *Company checks drawn on foreign banks cannot be accepted.* A 4% processing fee will be added to all invoices paid by credit card.
3. All merchandise brought into the exhibition center must be properly packed. Phoenix does not unload or load vehicles at the Convention Center so we can not be held liable for damage caused while unloading or loading. We highly recommend the use of wood crates for all international and domestic shipments.
4. C.O.D./Collect fees/Outlays. Phoenix will invoice a 15% outlay fee for any/all monies outlaid on behalf of the exhibitor.
5. Rates do not include trucker waiting time while waiting onsite to be unloaded or loaded. Rates are generally invoiced at a per hour rate with 2 hours free.
6. Container rates do not include chassis rental charges.
7. PIBL Terms and Conditions of service are available upon request.





**PIBL**

**Port Elizabeth**  
1201 Corbin Street  
Elizabeth, NJ 07201 USA  
Tel 908.355.8900 Fax 908.355.8883

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# IMPORTER SECURITY FILING

BILL OF LADING NO.	<input type="text"/>	ON BOARD DATE	<input type="text"/>
SHIPPER REF NO.	<input type="text"/>	COUNTRY OF ORIGIN	<input type="text"/>
MANUFACTURER NAME	<input type="text"/>		
MANUFACTURER ADDRESS	<input type="text"/>		
CONTAINER STUFFING LOCATION	<input type="text"/>		
BUYER NAME	<input type="text"/>		
BUYER ADDRESS	<input type="text"/>		
SHIPPER NAME	<input type="text"/>		
SHIPPER ADDRESS	<input type="text"/>		
CONSOLIDATOR NAME	<input type="text"/>		
CONSOLIDATOR ADDRESS	<input type="text"/>		
IMPORTER OF RECORD	<input type="text"/>	CONSIGNEE FEDERAL ID NO.	<input type="text"/>
ACTUAL OWNER OF GOODS	<input type="text"/>		
HARMONIZED TARIFF	<input type="text"/>		

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**PIBL**

# PHOENIX INTERNATIONAL BUSINESS LOGISTICS, INC.

TRADE SHOW / FINE ART DIVISION

1201 CORBIN STREET

ELIZABETH, NJ 07201

PHONE: (908) 355-8900 FAX: (908) 355-8883



## IMPORT FREIGHT INFORMATION SHEET



SHOW NAME:

EXHIBITOR:

HALL NO:

BOOTH NO:

MOVE-IN DATE:

CONTACT(S) AT SHOW:

Email address:

On-Site Cell No:

DEFINITIVE OR TEMPORARY CLEARANCE:

IMPORTER OF RECORD: Name and Address

BILLING PARTY (check one below):

EXHIBITOR

PHOENIX AGENT IN COUNTRY OF ORIGIN  
(Confirmation required)

OTHER: (Specify: \_\_\_\_\_)

Name and Address of Agent:

Importer IRS#: \_\_\_\_\_ If available

Is your company C-TPAT Certified?: YES  NO

Have you shipped with this agent previously?: YES  NO

### PAYMENT CONDITIONS:

Unless prior arrangements have been made with your local PIBL agent, all charges are payable before final delivery to show site. American Express, Visa, wire transfer or company check are all acceptable forms of payment.

### FREIGHT ARRIVAL CONDITIONS:

To insure proper U.S. Customs clearance and timely delivery to your booth, freight must arrive by the deadline date provided in the attached guidelines or as confirmed by email.

### DELIVERY TERMS:

PIBL is only responsible for delivery of freight to show site dock.

The designated drayage contractor is responsible for all onsite freight movements.

PIBL is not responsible for loss of freight while on show site.

PIBL will not accept collect freight unless advance arrangements have been made in writing.

The below signed Exhibitor/Company guarantees payment of all charges incurred on this shipment in accordance with the above instructions and the Terms and Conditions of PIBL which are available upon request

**THANK YOU.**

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PIBL's  
WORLDWIDE NETWORK OF AGENTS**

**Australia**

DSV Air & Sea Pty. Ltd.  
47 Watson Drive  
Melbourne Airport VIC 3045, Australia

Contact: Benjamin Wilson  
Phone: 61 3933 9010  
Mobile: 61 409 791 763  
E-mail: [benjamin.wilson@dsv.com](mailto:benjamin.wilson@dsv.com)

**Belgium**

Kristal bvba  
Brucargo 734  
Zaventem, B-1931, Belgium

Contact: Mr. Geert Frere  
Phone: (32)2 7530737  
Fax: [32] 27514720  
E-mail: [geert@kristal-logistics.com](mailto:geert@kristal-logistics.com)

**Brazil**

TTI Log International Logistics  
137 Avenue Alexandr Mackenzie  
Sao Paolo, Brazil 05323-000

Contact: Marcos Krekovski  
Phone: (+55 11) 3716-3713  
Fax:  
Email: [MarcosKrekovski@ttilog.com.br](mailto:MarcosKrekovski@ttilog.com.br)

**Canada**

Phoenix Int'l Business Logistics, Inc  
1201 Corbin Street  
Elizabeth, NJ 07201US

Contact: Roger Howell  
Phone: 908-355-8900  
Fax: 908-355-8883  
Email: [rhowell@phoenixlogistics.com](mailto:rhowell@phoenixlogistics.com)

**China**

APT ShowFreight Shanghai  
RM 901-2, Modern Plaza Tower 1  
369 Xian Xia Road  
Shanghai, China 200336

Contact: Shirley Xing  
Phone: [86]21 6124 0090  
Fax: [86] 21 61240091  
Email: [shirley.xing@aptshowfreight.com](mailto:shirley.xing@aptshowfreight.com)

**Denmark**

FairExpress GMBH  
Grafenheider Strasse 103  
33729 Bielefeld/Germany

Contact: Christiane Roelfs  
Phone: 49-521-91144-20  
Fax: [49] 52-1911-4411  
E-mail: [christiane.roelfs@fairexpress.de](mailto:christiane.roelfs@fairexpress.de)

**France**

Bollere Logistics  
4-6 Rue des Deux Cedres-Zone Cargo 3  
35700 Roissy En France

Contact: Laurent Canot  
Phone: [33] 1-49-19-1593  
Fax: [33] 1-49-19-1591  
E-mail: [laurent.canot@bollere.com](mailto:laurent.canot@bollere.com)

**Germany**

FairExpress GMBH  
Grafenheider Strasse 103  
33729 Bielefeld/Germany

Contact: Christiane Roelfs  
Phone: 49-521-91144-20  
Fax: [49] 52-1911-4411  
E-mail: [christiane.roelfs@fairexpress.de](mailto:christiane.roelfs@fairexpress.de)

**Hong Kong**

Hansen Exhibition Forwarding Ltd.  
Unit-13,13/F New Commerce Centre  
19-Onsum Street, Shatin Hong Kong

Contact: Michael Kun  
Phone: 852-2367-2303  
Fax; 852-2369-0479  
E-mail: [michael@hansenhk.com](mailto:michael@hansenhk.com)

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