



Official Vendor

SHIPPING INSTRUCTIONS



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SHOW DATES & CONTACT DETAILS



2nd – 4th February

LAS VEGAS CONGRESS CENTER

LAS VEGAS, NV, USA

ROCK-IT EXPERIENTIAL has been appointed by show management as the Official International Freight Forwarder and Customs Broker to provide air and ocean shipping, customs clearance, freight forwarding and related logistics services for [IBS 2027](#). Rock-It Experiential can also transfer freight to or from related industry events via domestic and international air, ocean and ground freight. It is encouraged for customers to contact our project manager for a firm cost estimate and instructions tailored for their specific circumstances.

COLIN MAY

DIRECTOR OF FAIRS & EXHIBITIONS
ROCK-IT EXPERIENTIAL

experiential@rockitcompany.com

+1 (786) 848-2394 (m)

EMERGENCY & AFTER HOURS:

+1 (310) 410 0935 (o)

ASK FOR YOUR PROJECT MANAGER
BY NAME TO BE CONNECTED.

ARRIVAL DEADLINES & DOCUMENTATION

LCL OCEAN arrival deadline for advance warehouse delivery:	5 th January to Los Angeles CFS terminal
FCL OCEAN deadline for advance warehouse delivery:	12 th January to Los Angeles / Long Beach port
AIR FREIGHT arrival deadline for advance warehouse delivery:	19 th January to Las Vegas LAS airport

The arrival deadlines shown above are suggested and can be tailored to the exhibitor's specific requirements with the acknowledgement of the exhibitor that certain clearance and delivery costs may be greater.

OCEAN FREIGHT WARNING! Be aware that ocean freight schedules are very unreliable due to lack of equipment, lack of space and port congestion. We recommend that ocean freight be booked to arrive well in advance of your desired delivery date to the showsite.

FCL Ocean shipments should be available at the destination CY/Rail Ramp/Port (10) working days prior to the exhibitor's target move-in date at the showsite. Shippers or their agents must send us sufficient information to comply with US Customs 10+2 Importer Security Filing (ISF) requirements for ALL ocean shipments NO LATER THAN 72 HOURS PRIOR TO LOADING ONBOARD A VESSEL BOUND FOR THE UNITED STATES or be liable for liquidated damages of \$5000.00 plus encounter serious delay in the clearance and delivery of their shipment. Please contact us at least one week in advance of loading of any cargo onboard a vessel bound for the U.S. for instructions on how to properly comply with these requirements.

CONSIGNEE:

ROCK-IT CARGO USA LLC IMPORT SERVICES
On behalf of: (Exhibitor Name)
Las Vegas Convention Center, 3150 Paradise Road
Las Vegas, NV 89109
Attention: Colin May
experiential@rockitcompany.com
+1 (786) 848-2394 (m)

NOTIFY BEFORE ARRIVAL:

ROCK-IT EXPERIENTIAL IMPORT SERVICES
2121 Park Place, Suite 150, El Segundo, CA 90245
Attention: Import Department
imports@rockitcargo.com
+1 (310) 410-0935 (o)

DID YOU KNOW?

Rock-It Experiential can provide DOMESTIC air, ground and ocean freight services too from anywhere within the U.S.

All ocean bills of lading should be 'EXPRESS' bills. ALL SHIPPER'S INVOICES SHOULD BE CONSIGNED IN THE SAME MANNER.

Other documentation may be required depending on what is being shipped. All documentation must be approved in advance of shipping by Rock-It Experiential.

ATA CARNETS

YOUR CARGO'S PASSPORT TO THE WORLD

ATA Carnets are a critical part of global logistics. They are customs documents that facilitate the temporary import and export of your gear and equipment across international borders. We handle all the paperwork, so that you can avoid unexpected costs such as duties and import taxes on equipment that will be reexported within 12-months.

As a long-standing member of the U.S. Council of International Business, Rock-It Experiential carries the distinct honor of being one of the select few freight forwarders with the authority to generate ATA Carnets directly in-house.

Cargo traveling under ATA Carnets, must be marked and labeled accordingly to avoid Customs delays.



ATA CARNETS MAY BE USED. HOWEVER, THE FOLLOWING PHRASE MUST BE TRANSMITTED IN AMS TO AVOID U.S. CUSTOMS DELAYS:

“Items ____ to ____ on ATA Carnet _____ are packed in ____ Packages in Container
_____.”

PACKING, MARKING & SEALING

- Please mark all freight only with the name of the exhibitor, their booth number, the name of the event c/o Rock-It Fairs.
- All full ocean containers must be sealed with high security bolt seals that comply with ISO 17712 standards.
- All Cargo must comply with ISPM 15 standards. Goods that do not comply may be refused entry into the United States.
- ALL products made of wood must comply with the Lacey Act.
- Motor vehicles and engines must be empty of fuel and all batteries disconnected with terminals taped.
- Lithium-Ion batteries are considered hazardous/dangerous goods and subject to special handling, packaging, labeling and documentation requirements.
- PERISHABLE CARGO: Must be packed to withstand up to 72 hours outside of refrigeration or freezer. The ideal temperature that the cargo should be kept must be clearly marked on the outside of each package in degrees Fahrenheit (F). OUR LIABILITY FOR SPOILED OR MELTED PRODUCT IS ZERO!
- TEMPERATURE RANGES: The following temperature ranges are defined as:
 - Ambient: 44° to 48° Fahrenheit/6° to 9° Celsius
 - Refrigerated: 33° to 38° Fahrenheit/0° to 4° Celsius
 - Frozen: -5° to -10° Fahrenheit/-20° to -23° Celsius
 - Deep Frozen: -20° or Lower Fahrenheit/-28° or Lower Celsiusthe perishable storage facility keeps humidity low to prevent frost build-up.
- Goods that must be kept at separate temperatures must be shipped, packed and documented as separate shipments! DO NOT MIX PRODUCTS THAT MUST BE KEPT AT DIFFERENT TEMPERATURES!
- HIGH VALUE CARGO: Please contact us in advance regarding the packing, handling, documentation, insurance and shipping of high value cargo including hand-carried and courier shipments. SECURITY ARRANGEMENTS MUST BE MADE IN ADVANCE! Our liability for high value cargo is limited by our terms and conditions as well as international treaty.

NOTE REGARDING LIABILITY FOR LOSS & DAMAGE FOR PERISHABLE CARGO: Our liability for perishable cargo is ZERO. It is entirely the responsibility of the shipper, exhibitor and their freight forwarder to choose carriers that have suitable facilities for maintaining the cold chain, direct routing without delay to our designated port or airport of entry as indicated above. Please insure proper marking, labeling and packing to withstand the rigors of international transport.

U.S IMPORT & HANDLING ALERTS

U.S. IMPORT & SHOWSITE HANDLING ALERTS: We would like to draw your attention to the following commodities that require special documentation or handling: Motor vehicles, engines, food, beverages, extracts, dried plants & seeds, drug ingredients, food/beverage ingredients, chemicals, medical devices, drugs, biologics, lasers, textiles, wearing apparel, electronic equipment, computers and monitors. We recommend inquiring with us in advance to determine the specific requirements of the United States for the entry and re-export of your material. Please also note the following notes regarding our relationship with the general contractor and showsite material handling services.

TRADEMARK, COPYRIGHT & OTHER INTELLECTUAL PROPERTY WARNING, must have clear license to use trademarks, copyright and other intellectual property that is displayed or otherwise used by the exhibitor.

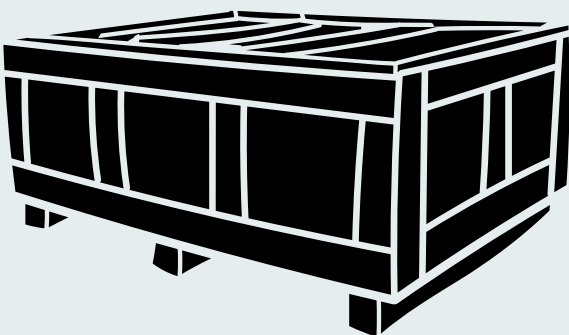
U.S. ENVIRONMENTAL PROTECTION AGENCY and the **U.S. DEPARTMENT OF TRANSPORTATION,** regulate motor vehicles and engines. Requires advance planning to discuss entry requirements for these commodities.

MEDICAL DEVICES & EQUIPMENT must be registered with the U.S. Food & Drug Administration and provide FDA Medical Device Establishment and Listing Number, or it may only be entered temporarily into the U.S. on an ATA Carnet or a temporary import entry in the name of the shipper or exhibitor.

U.S. FOOD & DRUG ADMINISTRATION REGISTRATION & PRIOR NOTICE regulates ALL cosmetics, food, beverages and drug ingredients (including animal including fish feed) products, and any equipment that emits radiation (Form 2877) which are subject to the U.S. Bioterrorism Act. This requires that the shipper register with the U.S. Food & Drug Administration (FDA) and provide an official prior notice made through the FDA's website.

FOREIGN SUPPLIER VERIFICATION PROGRAMS (FSVP): Food and beverage products excluding fish, fishery products, juices, alcoholic beverages, certain meat, poultry and egg products must be documented with a FSVP. The shipper must provide the name and details of their FSVP U.S. Importer of Record. If the product being imported into the U.S. is subject to FSVP requirements and the shipper cannot comply, then we recommend contacting the **REGISTRAR CORP** 2 months in advance.

GENERAL CONTRACTOR will provide showsite material handling charges prior to the close of the event. Showsite material handling and deliveries or pickups that occur on the weekend or holiday are subject to overtime surcharges.



OVERSIZED FREIGHT

is defined as cargo that weighs more than 19300 kilos or has dimensions greater than 12 meters long, 2.1 meters wide and/or 2.1 meters tall. Requires advanced planning.

U.S IMPORT & HANDLING ALERTS

Due to limited space at the venue, we are requesting exhibitors, and their stand builders adhere to the following standards as a courtesy to their fellow exhibitors:

- If the move-in or move-out occurs on overtime, then overtime rates for material handling, labor and delivery/pickup are performed on overtime. Therefore, overtime rates apply. Please plan and budget accordingly.
- Deliveries to and pickups from the showsite are subject to waiting time. Expect, on the average, from two to six hours of truck waiting time. We recommend moving freight to and from the event via the general contractor's warehouse.
- Please do plan on empty case return to take 6 or more hours after the close of the show. Plan your dismantling labor accordingly.
- Unless arrangements are made in advance for Rock-It Cargo to pay the showsite material handling costs, these must be settled by the exhibitor with the general contractor prior to the close of the show or the outbound cargo may not be released for pickup. Showsite material handling and deliveries or pickups that occur on the weekend or holiday are subject to overtime surcharges.
- Exhibitors must contact Rock-It Cargo prior to the close of the event for instructions on how to properly complete the general contractor's outbound material handling agreement or form. Failure to do so will cause the cargo to be re-routed or sent back to the general contractor's warehouse.



RATES & COSTS

Be prepared with the following information
to receive a firm cost estimate.

FREIGHT DESCRIPTION

No. of pcs (crates, pallets, etc.): _____

Description of packing method: _____

Weight & Dims of ea. piece: _____

Description of contents: _____

TYPE OF IMPORT

☐

ATA CARNET

☐

TEMPORARY

☐

PERMANENT

MODE OF TRANSPORT

☐

AIR

☐

GROUND

☐

LCL OCEAN

☐

FCL OCEAN

Estimated date of arrival: _____

Special handling requirements: _____

RETURN FREIGHT REQUIREMENTS

Return freight destination:

Mode of transport:

☐

AIR

☐

GROUND

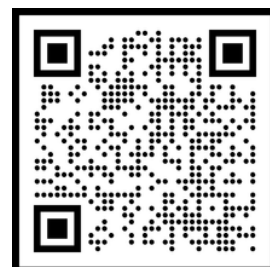
☐

LCL OCEAN

☐

FCL OCEAN

SCAN FOR A QUOTE



<https://rockitcargo.com/get-a-quote/>

NOTES ON COST ESTIMATE

OUTBOUD COSTS

Outbound Truck, Air or Ocean Freight Charges: We can provide a cost estimate for each outbound shipment depending on the following factors: Weight, Dimensions, Customs Status, Mode of Transport: Air, Ocean, Truck, Level of Service: Expedited or Deferred, Equipment: Ocean Container (dry, open-top, flatrack), Flatbed, Liftgate, Air-Ride, etc., Special Requirements: Tarping, Blocking, Bracing, Inside Delivery, Overtime, Destination Airport, Port or City.

IF NECESSARY CHARGES

The following items are charged as necessary: replacement value cargo insurance, port user or congestion fees, delivery coordination fees, translation, installation/dismantling labor, unpacking/packing labor, loading/unloading labor, heavy lift, other agency clearance fees, license fees, permit fees, special forms processing, overtime, courier costs, intensive examination costs, truck waiting time, storage, demurrage, warehouse handling or manipulation or any other service not otherwise mentioned.

SUBJECT TO TERMS & CONDITIONS

All showsite material handling services are provided exclusively by the official general contractor appointed by the show organizer. All showsite material handling services subject to the terms, conditions, limits of liability and instructions of the general contractor. We can pay these charges on a cost plus 20% basis and cannot be held liable for the timely and proper provision of such services.

FUEL & SECURITY

All outbound freight charges subject to fuel and security surcharges in effect at the time of shipping.

VALID FOR 30 DAYS

All freight rates given in cost estimates are valid for a maximum of 30 days from the date issued unless otherwise specified.

TERMS, CONDITIONS & PAY REMITTANCE

TERMS & CONDITIONS All services subject to our terms, conditions, limits of liability and instructions. All services provided on straight time during regular working hours. Your actual charges may be higher or lower depending on the actual weight, dimensions, value, description, scope of work, schedule, mode of transport, handling requirements, method of packing and circumstances of the actual shipment. All rates in U.S. dollars.

PAYMENT REMITTANCE for services required in advance unless credit arrangements have been agreed upon in advance. Payments made by credit card are subject to a 6% convenience fee. Bank fees associated with payments made by SWIFT, ACH or wire transfer are for the account of the sender/payer.

Payment Instructions:

Wire/ACH to: Bank of America, 100 W. 33rd St, New York, NY, 10001

Domestic Wire Routing Number: 026009593

International Wire Swift Code BOFAUS3N

ACH Routing Number: 071000039

To the credit of: Rock-it Cargo, 1002 Lititz Pike, Ste 238, Lititz, PA, 17543, Account Number 8670809862

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