

# SHIPPING GUIDELINES



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We operate exclusively in accordance with the Allgemeinen Deutsche Spediteurbedingungen 2017 - ADSp 2017 - (German Freight Forwarders' General Terms and Conditions 2017) and – if they do not apply for performing logistics services - with the Logistic-AGB (General Terms and Conditions of Logistics-Services Providers), as of March 2006.

**Note:** In clause 23 the ADSp 2017 deviates from the statutory liability limitation in section 431 German Commercial Code (HGB) by limiting the liability for multimodal transportation with the involvement of sea carriage and an unknown damage location to 2 SDR/kg and, for the rest, the customary liability limitation of 8.33 SDR/kg additionally to Euro 1.25 million per damage claim and EUR 2.5 million per damage event, but not less than 2 SDR/kg.



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## 1. Time Schedule

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### Oceanfreight



KW 27

reporting of volume/shipment

KW 28

providing documents by E-Mail

KW 30

pick up shipment

### Airfreight



KW 31

reporting of volume/shipment

KW 33

providing documents by E-Mail

KW 34

pick up shipment

## 2. Documentation

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### Oceanfreight

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Invoice / Packing List (CIPL)	= <i>as per our draft</i>
Export Customs Document (MRN)	= <i>generated by shipper (or us)</i>
Power of attorney	= <i>as per our draft</i>

### Airfreight

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Invoice / Packinglist (CIPL)	= <i>as per our draft</i>
Export Customs Document (MRN) <i>(value of goods over € 1.000,- or 1000 kg)</i>	= <i>generated by shipper (or us)</i>
Power of attorney	= <i>as per our draft</i>

## Invoice / Packing List (CIPL)

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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:

- Name, date & location of show
- Name of exhibitor, address, email contact
- FDA registration number (if applicable)
- Mode of transport & port of entry into U.S.
- Trade or brand name of each product
- Exact description of goods, in English
- Harmonized 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.cfm>
- Size and type of packing used for each individual item
- Gross & net weight of material
- Value & dimensions of material
- Name & address of each place of manufacture
- Country of origin (manufacture)
- Canning establishment codes (if applicable)
- Food product samples must carry a label 'samples, not for resale' and invoice must contain statement 'all products are labeled 'samples not for resale'

## Export Customs Document (ABD/MRN)

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It is mandatory to issue an electronic Export Customs Document for all cargo with a value over EUR 1000,00 or 1000 kgs

Upon written order and with authority the customs declaration can be issued by Schenker.

## Carnet ATA

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An A.T.A. Carnet is a passport for cargo which allows shipments to be re-exported globally within 1 year from date of carnet issuance. Any brochures or giveaway promotional material must be detailed on separate commercial invoice and packed separately. U.S. Customs does not allow merchandise entered on an A.T.A. Carnet to remain in the country.

## On Basis of Invoice / Packing List (CIPL)

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In order for Schenker to enter the goods correctly, the types of entries available are listed below:

### A. Temporary Import Bond (TIB)

This allows international shipments to be imported waving payment of duty on a temporary basis. Shipments entered under the Temporary Import Bond Provision must be re-exported within one (1) year of import. Any items that are not re-exported within the one-year period are subject to customs penalties which are equal to double the duty plus liquidated damages

### B. Consumption Entry

This type of entry will be carried out on all items that are to remain permanently in the U.S. for example: literature, brochures, giveaways and any items sold to a U.S. buyer prior to importation.

#### 4. Markings

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Each case should be marked:

**Exhibitor Name**  
**C/O BIOfachAmerica 2019**  
**HALL / BOOTH Number**  
**Baltimore Convention Center**  
**1 W. Pratt Street**  
**Baltimore, MD 21201**  
**Made in ....**  
**No: \_\_ of \_\_**

They should also be marked with weights and dimensions. Case numbers should be labeled with the fractional system. For example case number 1 of 4 should be marked 1/4; case number 2 of 4 should be marked 2/4, etc. All cases should be labeled by affixing proper labels such as:

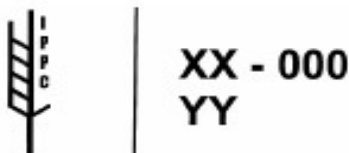
**FRAGILE**

**THIS SIDE UP**

**ETC....**

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

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



## 5. Packaging

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To facilitate on-site handling, please ensure that:

- A. All cases or crates are BOLTED as opposed to nailed or screwed
- B. All cases or crates are fitted with sling irons or skids
- C. Center of gravity is marked on all cases exceeding 1,000 kilos
- D. Wherever possible the use of plywood should be avoided, since it is difficult to repair this material.
- E. Goods in transit pass through climatic changes and, therefore, should be packed appropriately with anti-humidifying materials to avoid climate based damages.
- F. Where machines are bolted to the crate or skid, it is recommended that nuts be on the upper side of the base.

Please refer with the choice of packaging into consideration that the consignments may be stored outdoors. In this context we would like to point out that no new special packaging can be offered on site.

For larger packages the focus and the cable attachment points must be clearly marked.

## 6. Insurance

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You should secure insurance coverage for your goods throughout the entire shipping process, beginning at the point of departure, during the exhibition, until return to the ultimate consignee.

Freight left at your booth at the close of the exhibition may be unattended for a period of several hours or several days.

Schenker's liability for goods in transit ends once a shipment has been delivered to the on-site drayage contractor and resumes once the goods have been collected by Schenker after the close of the exhibition.

⇒ ASK US for our special Transport, Fairs and Exhibition Insurance!