

THE
INSPIRED
HOME
SHOW. IHA'S GLOBAL HOME +
HOUSEWARES MARKET
MARCH 2-4, 2025 • CHICAGO

CELEBRATING
125
SHOWS

International Shipping & U.S. Customs Guidelines



PIBL

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BUSINESS LOGISTICS, INC.

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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 Inspired Home Show 2025.

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, 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 for The Inspired Home Show 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.

**** IMPORTANT NOTE ****

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 bill of lading. Questions on this subject can be forwarded to PIBL or our overseas agents.



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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 can not indicate NO COMMERCIAL VALUE on Invoices. This is not accepted by U.S. Customs)
- Completed and Signed Import Freight Information Sheet. (Enclosed)
- Packing list in English (May be combined with the commercial invoice)
- Power of Attorney (Available upon request) Not required if you have worked with PIBL previously.
- Any applicable documents, licenses, insurance certificates

CONSIGNMENT INFORMATION

Please insure that your shipments are sent on a prepaid basis, marked and consigned as follows.

Name of exhibiting company

C/O The Inspired Home Show 2025 /Booth # _____

McCormick Convention Center

2301 South Lake Shore Drive

Chicago, IL 60616

PIBL - Phoenix Int'l Business Logistics, Inc

Attn: Sherri Pelc

Email: Spelc@phoenixlogistics.com

Phone: 702-575-4617



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OCEANFREIGHT/AIRFREIGHT DEADLINES

Ocean Freight (FCL): Chicago, CY	February 20, 2025
Ocean Freight (LCL): Chicago Consolidation Point	February 13, 2025
Air Freight: Chicago O'Hare Airport	February 19, 2025

The above dates should be used as a guideline only. Targeted move in dates will be announced by show management at a later date. To ensure timely delivery to show site, we recommend that all shipments arrive in the U.S. by the final confirmed deadline dates. PIBL will not charge intermediate storage for airfreight or LCL seafreight shipments that have arrived and are customs cleared within the above provided time frames.

Demurrage, per diem and chassis charges for full containers during the time period between arrival and delivery to showsite must be negotiated with the steamship lines in the country of origin. If arrangements have not been made and confirmed in writing by the steamship lines, PIBL will invoice container and chassis demurrage and per diem charges directly to the Agent or Exhibitor. *Freight arriving after the above dates will be charged additional fees based on services required to ensure timely clearance and delivery of your shipment to the show.* It is imperative that the coordinating PIBL office be pre advised of all incoming shipments prior to the freight's arrival in the U.S. If the above deadlines can not be met, please advise our office immediately so we can make arrangements to expedite the customs clearance and delivery of your shipment.

IMPORT SECURITY FILING (10+2) Rule.

This information is needed 24 hours before shipment is loaded

International exhibitors attending trade shows in the U.S. face new 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.



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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:

<https://www.aphis.usda.gov/plant-imports/wood-packaging-material>



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FULL CONTAINER OCEAN SHIPMENTS

Please note that there are numerous Chicago rail terminals in or near Chicago. Each have their own challenges including limited access to chassis. When booking your container with the steamship line in the country of origin, you must confirm they will provide a chassis upon arrival of the container in Chicago. Failure of the steamship line to provide a chassis for your container may result in delivery delays and/or additional chassis rental fees.

Direct unloading of containers on showsite is not recommended. A marshaling yard has been established for the orderly management and drayage of containers to showsite for unloading and loading. Phoenix will arrange for delivery of your container from the Chicago rail terminal to the marshaling yard for intermediate storage and subsequent delivery to the convention center for unloading.

Containers arriving from the Far East via the U.S. West Coast should be booked via "Miniland Bridge" to Chicago CY only. These shipments must terminate at the Chicago CY/Rail Terminal. **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 PIBL of any full container return shipments prior to arrival of the container in Chicago. Availability of containers is limited and booking equipment is required 15 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 PIBL's contracted warehouse at the exhibitor's expense

LESS THAN CONTAINER LOAD OCEAN SHIPMENTS

If you intend to utilize the services of a sea freight consolidator for your LCL (less than container load shipments), please be aware of the delays associated with transport from the port of arrival to Chicago and U.S. Customs examinations at the port of arrival. These delays range from 4 -12 days. Although PIBL cannot reduce the risk of U.S. Customs examinations, we can expedite the clearance process and delivery to Chicago but only if the shipments are terminated at the U.S. port of arrival. We do not recommend shipping LCL shipments through to Chicago. Best results are obtained by terminating the shipment at the U.S. Port of arrival.

U.S. CUSTOMS CONTAINER SEAL REQUIREMENTS

U.S. Customs and Border Protection is reminding shippers and importers that all loaded containers arriving by vessel at a port of entry in the U.S. on or after October 15, 2008, are required by statute ([6 U.S.C. 944](#)) to be sealed with a seal meeting the [ISO/PAS 17712](#) standard.



The ISO/PAS 17712 standard requires that container freight seals meet or exceed certain standards for strength and durability so as to prevent accidental breakage, early deterioration (due to weather conditions, chemical action, etc.) or undetectable tampering under normal usage. ISO/PAS 17712 also requires that each seal be clearly and legibly marked with a unique identification number. If you have any questions regarding seal requirements, please contact PIBL or one of our overseas agents.

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\$ 614.35) 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 The Inspired Home Show 2025 - Chicago, IL**)
- * 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

Display boards should be listed as follows: "Display boards of pressed wood with single sample or groupings for color or design" 6808.00.0000. All display boards must show quantity in square meters

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.



INTERNATIONAL COURIER SHIPMENTS

Successful customs clearance and delivery of international courier shipments can be challenge. To reduce delays, additional expenses and possible non delivery of your shipment, we suggest exhibitors utilize PIBL's customs clearance, receiving and delivery services. With correct consignee instructions provided to the courier at origin, we can customs clear, receive, consolidate and deliver your shipment to the show. Our staff are available onsite to monitor and confirm your shipment is delivered to your booth. Please contact us to discuss the best method for handling courier shipments.

PROHIBITED COMMODITIES

Certain commodities are prohibited from import into the United States. We strongly advise you refrain from shipping any items of clothing, 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 Chicago. 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.

IMPORTANT QUOTATION NOTES

1. PIBL quotes 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 cannot 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% admin/outlay fee for any/all monies outlaid on behalf of the exhibitor. Minimum US 15.00.
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 or storage 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

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"/>		
