

## United States

USA authorities require that goods entering the country, for whatever purpose, be entered in a proper and legal way.

As experts in the handling of trade shows and exhibitions in the USA, we are highly experienced and qualified customs agents, shippers and on-site handlers and able to provide local partners at main trade fairs who act as importers of foreign goods

### **The importance of documentation**

Customs procedures in the USA are complex and time consuming but care and attention to detail can overcome any apparent problems. In order that the USA authorities, brokers and agents have sufficient time to perform the bureaucratic and physical tasks necessary, freight and documentation will be required well in advance in the USA.

### **Classification and the bonded warehouse**

When the goods arrive in the USA, whether by sea or air, the carrier will deliver the required documentation to the consignee or their legalised representative who will issue the authority for transfer of the goods from the port/airport to the bonded warehouse. This procedure can take up to 48 hours.

Once the materials are in Bond a process of classification will commence. Classification is a procedure when the customs brokers must physically inspect the goods and identify each item listed in the accompanying documents and then specify the customs tariff heading and number for each item. This is a time consuming process which, depending on the number and complexity of the items, can take up to 10 working days.

### **Entry and customs examinations**

Once the classification is completed the entry document is prepared and submitted to the customs authority. The cargo is then checked against the invoices by the USA customs. Examination is under the control of customs officials responsible at the point of entry. This process can take 2-5 working days. If all the documentation is in order and the freight is identified customs will grant permission for material to be removed from the bonded warehouse and delivered to the exhibition venue.

### **On the show floor**

Under no circumstances can goods or equipment be sold from the exhibition floor, whether in bond or under temporary import. All cargo must be returned to the bonded warehouse and be placed back under customs control, only then can the importer start the nationalisation process.

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**USA** authorities require that if you are traveling into the U.S. to exhibit a product at a Trade Show/Fair, you need to ensure that your official documentation shows the date and location of the Show, and the value of items. You should also mark items "Not for Sale". The Port of Entry must be notified prior to travel and a CF7523 form completed -"Entry and Manifest of Merchandise free of Duty" form. We can liaise with the government agency that regulates your product for any possible restrictions or required documentation. We will assist with all these requirements and help you obtain the HTSUS code for your items

If shipping supplies and/or the value is over \$2500, a Temporary Importation Bond or Carnet is the best course of action. This applies to display booths or other items not remaining in the U.S. beyond your intended visit.

Restricted Merchandise: Customs officers are stationed at all ports of arrival in the United States, to enforce laws and regulations. A license or permit from the responsible agency may be necessary to import: Alcoholic beverages, animal and animal products, certain drugs, firearms and ammunition, fruits, nuts, meat and meat products, milk, dairy, and cheese products, plants and plant products, poultry and poultry products, petroleum and petroleum products, and vegetables. There are also restrictions on the importation of certain trademarked and copyrighted articles.

The following items must comply with applicable regulations of other agencies: Art materials, cultural property, hazardous/toxic/flammable materials, household appliances, some electronics products, and toys and children's articles.

### DO's

- Contact us early as it is a very long journey by sea to the USA so allow plenty of time.
- Pack your goods in suitable packaging material (the best you can afford and rainproof). External packaging must be made from pre-treated wood and carry the necessary IPPC stamps.
- Remember to list every item you have packed on your invoice (contact us for template).
- Let us know what you plan to ship early as some equipment requires special documentation or licences such as medical equipment, Arms/Ammunition, Alcohol, Foodstuffs (including animal feed), Cosmetics, All equipment that emits radiation (including CRTs, lasers, DVD/CD devices and all microwave equipment devices.
- Products made of wood
- All communication and electronic devices

### DON'Ts

- Ignore our shipping deadlines
- Send any foodstuffs (even mints or boiled sweets) - the import regulations are very strict.
- Panic about the paperwork. We will guide you through all the documentation to ensure your goods arrive safely to your stand.
- Forget to include serial numbers in paperwork, we will need this information for the customs clearance.
- Do not use a courier or attempt to hand carry
- Do not address cargo to yourself, your hotel or exhibition site—it will not be delivered
- Do not use the term 'SAMPLES' on shipping documentation
- Do not ship without taking copies of all shipping documents

