



**MASTERPIECE  
INTERNATIONAL**

TRADESHOW SERVICES Premier Shipping Solutions [WWW.MASTERPIECEINTL.COM](http://WWW.MASTERPIECEINTL.COM)

# **MASTERPIECE INTERNATIONAL SHIPPING MANUAL**

# **techtextil**

**NORTH AMERICA**

&

# **texprocess**

**AMERICAS**

**LOS ANGELES 310.321.1050**  
615 N. Nash Street, Suite 300  
El Segundo, CA 90245

**ATLANTA 404.767.4720**  
4200 S. Cargo Drive, Suite 214  
Atlanta, GA 30320



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## WHO IS MASTERPIECE?

Masterpiece International LTD. is the Official Freight Forwarder and Customs Broker appointed by Messe Frankfurt North America for Techtextil North America & Texprocess Americas shows in Atlanta, GA taking place from May 12 – 14, 2020

Our comprehensive package of services includes the following:

- Pick up of shipment from point of origination overseas or US arrival port and deliver to Convention Center's advanced warehouse or Convention Center dock.
- International freight forwarding via sea freight, airfreight, or international courier for return shipments.
- U.S. Customs' Import Clearance Formalities/ U.S. Customs' Export Clearance Formalities

Please do not hesitate to contact our Trade Show department if you have questions or need additional information.

Name	Office	Email	Phone
Carley Jones	Los Angeles, CA	<a href="mailto:cjones@masterpieceintl.com">cjones@masterpieceintl.com</a>	+1 (310) 321-1040
Nitzia Palacios	Los Angeles, CA	<a href="mailto:npalacios@masterpieceintl.com">npalacios@masterpieceintl.com</a>	+1 (310) 321-1043
Mark Feldmann	Atlanta, GA	<a href="mailto:mfeldmann@masterpieceintl.com">mfeldmann@masterpieceintl.com</a>	+1 (404) 767-4720
General	Los Angeles, CA	<a href="mailto:tradeshow@masterpieceintl.com">tradeshow@masterpieceintl.com</a>	+1 (310) 321-1050

## DEADLINE DATES FOR ARRIVAL AT U.S. PORTS

Please ensure that your shipment arrives at the Savannah, GA Sea Port, or ATL (Hartsfield-Jackson Atlanta International Airport) no later than the following deadline.

Ocean Deadline	
Savannah, GA port	Monday April 6 <sup>th</sup> , 2020
Air Deadline	
ATL (Atlanta, GA) airport	Monday April 13 <sup>th</sup> , 2020

Please contact Masterpiece International LTD., if you should require an extension on the deadlines, so that we can assess if possible. Shipments arriving after the deadline dates will incur at 20% late fee surcharge. Also, the advanced warehouse and convention center dock can assess late fees billable directly to exhibitor for shipments arriving after deadlines. Please refer to the show manual from handlers. Customs' exams, Governmental holds on cargo, or port delays are not the responsibility of Masterpiece International.

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## DOCUMENTATION

- We recommend the use of Express Bills of Lading and freight (ocean and/or air) be prepaid to prevent delays. Chassis rental, per diem, port detention, and storage out-layed to shipper at cost.
- Pre-Alerts with a copy of the MBL/MAWB and Proforma Invoice / Packing List must be emailed prior to shipment. The originals must accompany the shipment.
- Ocean shipment ISF forms must be sent to Masterpiece 72 hours prior to loading. Ocean shipment documents must arrive via email 10 days prior to the vessel's arrival.
- Air shipment documents must arrive prior to the arrival of the aircraft. The AWB must be accompanied with all necessary documentation.
- All documents are subject to approval prior to shipping.

## CONSIGNMENT & NOTIFY PARTY DETAILS

### CONSIGNEE:

Exhibitor Name / Booth #  
C/O Techtextil North America 2020 and/or Texprocess Americas 2020  
Georgia World Congress Center  
285 Andrew Young International Blvd NW,  
Atlanta, GA 30313

### NOTIFY PARTY:

Masterpiece International  
615 N Nash St #300  
El Segundo, CA 90245  
Attn: Trade Show  
Tel: +1 (310) 321-1050

Masterpiece International does not facilitate deliveries to the booth, that is done by the on-site decorating companies, in this case Freeman. Freeman has their own tariff and fees for these services that are invoiced directly to the exhibitor at the end of the show and highlighted in the exhibitor kit.

Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108' H x 93" W.

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## **\*\* Important documentation information \*\***

\* The United States requires all ocean freight shipments comply with the IMPORT SECURITY FILING. The ISF worksheet must be provided to us 72 hours prior to sailing. A Masterpiece template can be provided upon request.

\* The United States requires that all shipments have a Proforma Invoice & Packing List which includes the following:

- ✓ Name and address of shipper / exhibitor
- ✓ Name of Exhibition, Hall, and Stand Number
- ✓ Quantity, description, harmonized tariff code, and unit value of each item
- ✓ Country of Origin
- ✓ Weights (kg) and dimensions (in inches) of each outer case
- ✓ Name and signature of the person preparing the invoice
- ✓ FDA Product Code and Registration Number (if applicable)
- ✓ Commercial invoices / Packing lists may be combined into one document, if they clearly indicate quantity, weights, dims, description, and commercial value of each item.
- ✓ Under no circumstances will invoices be entered with commodities specified as "Exhibition Materials", "Samples", or "Give-aways"
- ✓ The following items may require special clearances / documentation and handling to enter the United States. Please contact our office in advance regarding these items: *\*Please send a draft of your invoice for checking and final approval prior to shipping.: FDA, Fish & Wildlife, CITEs, USDA/AG, Textiles/Clothing, Haz Goods, etc.*
- ✓ We can clear your freight in the United States PERMANENTLY (Definitive Customs' Entry) or TEMPORARILY (A.T.A. Carnet).
- ✓ Wood packing materials should comply with all ISPM 15 requirements.

**All documents must be approved prior to sending originals.**

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## PACKING LIST

A detailed packing list giving complete details of cargo (with model/ serial no. if any), weight and measurement of individual case/cartons should be provided.

1. Commercial Invoice and Packing List
2. Express BOL and/or AWB
3. Copy of insurance policy (if needed) or waiver of insurance letter
4. ISF form for ocean shipments
5. Customs Power of Attorney
6. On-Site contact information
7. Dangerous Goods Declaration and TSCA statement (if applicable) has been submitted and cargo is packed and labeled according to shipment regulations
8. Shipment is packed securely in strong, waterproof packaging
9. Cartons or pallets are labeled with Masterpiece International shipping label

## CASE MARKING

If you are shipping a pallet containing several cases, please label each one of the cases individually prior to shrink wrapping. Labels templates can be provided upon request.

All cases should be marked with the following information:

Masterpiece International  
C/O: Techtextil North America 2020 and/or Texprocess Americas 2020  
Georgia World Congress Center, Atlanta, GA  
Name of Exhibitor, Stand Number and Hall Number  
Net Weight in kgs  
Total number of Cases  
Cases labeled in sequence (Case \_\_ of \_\_)  
Shipper

## PACKING

Please ensure that your goods are packed in a strong, waterproof packing case which leads itself to being re-exported after the exhibition. Boxes must be screwed (not nailed), because it is likely that they will be opened by US Customs. We recommend that you use reusable cases and that you advise us of any combinations or locks on your cases prior to shipment. If locks are used, please send a full set of keys to travel with the cases

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## HAZARDOUS MATERIALS

It is the sole responsibility of the shipper (exhibitor) to declare their hazardous materials and complete a Dangerous Goods Declaration, label and pack their goods in accordance with TSA / FAA Regulations and provide Material Safety Data Sheets for all shipments being exported via Airfreight.

It is the sole responsibility of the shipper (exhibitor) to declare their hazardous materials and complete an IMO Dangerous Goods Declaration, label and pack their goods in accordance with ICAO Regulations and provide Material Safety Data Sheets for all shipments being exported via Sea freight along with Certificate of Analysis for each product / List of Contents

Masterpiece International LTD. reserves the right to refuse shipment(s) of hazardous materials that are not in accordance with regulations.

Please submit a copy of your paperwork to Masterpiece International for approval prior to your shipment arriving at the USA port(s)

## CUSTOMS POWER OF ATTORNEY

All shipments (via Masterpiece) must have a U.S. Customs' Power of Attorney on file. The POA must be completed and signed by an officer of the company (President, Vice President, Treasurer, and Secretary, etc.). We can apply for a Customs' Assigned Number on behalf of the Foreign Exhibitor. POA's will be provided upon request. Masterpiece cannot process the Customs' clearance without a POA.

## INSURANCE

It is the exhibitor's sole responsibility to cover all risk insurance for the round-trip or one-way during all transit periods. Masterpiece International LTD. recommends insuring of your goods and can provide Cargo Insurance upon request. Insurance for Marketing Losses due to non-arrival of Freight can also be obtained upon request. If exhibitor chooses to waive the insurance on their shipment, a letter of waiver on their official, company letterhead is required

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## **POST SHOW PROCEDURES**

Prior to the close of the show, the exhibitor should proceed to the exhibitor services booth to obtain forms/labels for handling company to prepare their cargo for our drivers to pick up from dock. And as well, the exhibitor should settle any service charges with the convention center/convention center's handlers. Upon completion of the forms/labels and once all goods are packed, the exhibitor will have to return all forms/labels to exhibitor services booth. It is the sole responsibility of the exhibitor to return the paperwork and have shipment packed for Convention Center's handlers.

Shipments for exhibitors without paperwork will be returned to the Convention Center's, handler's advanced warehouse at the exhibitor's expense. If your paperwork is not completed and turned in properly, the Convention Center will not release the exhibitor's shipment to Masterpiece and we will not be able to on-forward the shipment on their behalf. If you have any questions, please do not hesitate to contact your Masterpiece International representative via email or telephone

## **CUSTOMS POWER OF ATTORNEY FOR RETURN EXHIBITION GOODS**

All shipments returning to the USA via Masterpiece must have a U.S. Customs Power of Attorney on file. The POA must be completed and signed by an officer of the company (President, Vice President, Treasurer, or Secretary).

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## **PAYMENT TERMS**

Full payment for inbound invoices is required upon receipt and prior to delivery of the shipment to advanced warehouse or show dock. Payment can be made via company check or wire transfer.

For wire transfer, our banking information is as follows:

JP MORGAN CHASE BANK  
55 WATER STREET  
NEW YORK, NY 10041  
ACCOUNT # 590-408356  
FEDERAL ABA # 021000021  
SWIFT CODE CHASUS33

For checks, please overnight all checks directly to our office in California per the following address:

Masterpiece International LTD.  
615 N. Nash Street, Suite 300  
El Segundo, CA 90245  
Attn: Carley Jones

SEE TERMS & CONDITIONS OF SERVICE ON OUR WEBSITE:

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