



**MASTERPIECE
INTERNATIONAL**



FABTECH

MEXICO

FABTECH MEXICO 2024 MASTERPIECE INTERNATIONAL SHIPPING MANUAL

Dear Exhibitor,

Masterpiece International has been appointed by the organizer as the official international freight forwarder & customs broker for FABTECH MEXICO 2024. Most companies involved in international shipping know of the complex situations in today's logistics environment and it is more important than ever to discuss your specific individual shipping needs as early as possible. Masterpiece International has the expertise to give guidance in all aspects relating to international shipping.

Our comprehensive package of services includes the following:

- Collection of the shipment from the exhibitor's facility
- International freight forwarding, ocean – airfreight – truck freight
- Mexico Customs clearance formalities
- Arrangements for inland transport to exhibition venue
- On-site consultation and boutique style customer service
- Coordination with the on-site lifting and handling contractor
- Post show forwarding arrangements coordinated at your booth

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

NEW YORK CITY / ATLANTA / BOSTON / CHICAGO EAST / CHICAGO SOUTH / CHICAGO WEST / CLEVELAND
DALLAS / HOUSTON / JFK AIRPORT / LOS ANGELES / MIAMI / NEWARK / NEWPORT / PORTLAND
SAN FRANCISCO / SEATTLE / WASHINGTON D.C. / WEST PALM BEACH



MASTERPIECE INTERNATIONAL

YOUR DEDICATED CONTACTS:

Mr. Armin Zertor - Ms. Carley Jones – Ms. Kayla Lessire
Masterpiece International Ltd
1960 E. Grand, Suite 560
El Segundo, Ca 90245
Tel: +1-310-213-4347, +1-310-321-1050, + 1-310-321-1069
azertor@masterpieceintl.com
cjones@masterpieceintl.com
Klessire@masterpieceintl.com

ARRIVAL DEADLINES / TIME SCHEDULE: TRUCK FREIGHT

SEAFREIGHT

Due to the massive delay's extensive disruptions with ocean shipping across the world, it is our recommendation that you ship ocean freight only very early. There are severe delays in ocean shipping, especially with LCL cargo.

Please contact us as soon as possible so that we may find the best solution for your needs. There is little that any freight forwarder can do to ensure that ocean carriers will abide by cargo bookings departure and estimated arrival dates at the destination ports. Please plan on using the Port of Manzanillo for shipments from Asia and the Port of Veracruz for shipments from Europe.

DEADLINE arrival at MEXICO ports – no later than April 26, 2024

AIRFREIGHT

Airfreight from various parts of the globe should be shipped direct to Mexico City, Mexico. Airfreight services can be unpredictable; therefore, we urge you to ship airfreight no later than 14 days prior to date needed at show site.

DEADLINE arrival in Mexico City – no later than April 25, 2024

TRUCK FREIGHT

LTL Shipments from various parts of the USA should be sent to Laredo, Texas to a consolidation warehouse. There the Mexico Customs Documents will be prepared, and clearance will be affected. Shipping within the USA has been affected by the Supply Chain critical situation, so plan on shipping early.

DEADLINE arrival in Laredo, Texas – no later than April 25, 2024



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Full Truckload shipments will require extensive pre-planning as the availability of exclusive trucks is stressed throughout the USA. Shipments that cannot be unloaded until they arrive at the exhibition site will require special arrangements and we urge you to plan them early and contact us as soon as possible.

If you are intending to tender to one of our consolidating warehouses, please be sure it is done by the above date and that you have notified us in advance. This is important as location and contacts within the warehouse may have changed since Covid. **Dangerous goods may have an earlier deadline and will be treated on a case-by-case basis. Please send details for more information.**

DOCUMENTATION

Shipments arriving from outside of Mexico must be cleared thru Mexico Customs for either temporary or permanent importation. It is important that all documents are emailed to Masterpiece in advance of shipping for approval. Any shipments sent without prior document review and approval may be subject to additional Mexico customs examination and additional charges. Our commercial invoice and label template will be provided upon request. All invoices must show the following information:

- Quantity of each item
- Full description of each item (i.e., “type of machinery”, “what kind of giveaways”, etc.)
- Unit values, line values, and total invoice value – No Commercial Value is not acceptable
- Schedule B Number (aka Harmonized Tariff Code)–
<http://www.usitc.gov/tata/hts/bychapter/index.htm>
<http://www.usitc.gov/tata/hts/bychapter/index.htm>
- Declaration of Country of Origin
- Declaration of status TEMPORARY or PERMANENT importation



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CASE MARKING

Masterpiece Intl can provide you with specific shipping labels for this event. The labels provided can be copied and used for multiple cases. It is advisable to label each piece of cargo indicating, the property of..... If you are shipping a pallet containing several cases/cartons, please label each one of the cases individually prior to shrink wrapping and then label the pallet on all four sides.

Exhibiting Company Name

C/O Masterpiece International LTD.

FABTECH MEXICO 2024

Hall and Booth #

Dimension and weight of case

Case Number (1/4, 2/4, etc.)

PACKING

Please ensure that your goods are packed in strong, waterproof packing cases which can be reexported after the exhibition. We recommend that you use reusable cases and that you advise us of any combinations to locks or keys to locks on your cases prior to shipment. All Wood Packaging Materials (WPM) must conform to ISPM regulations and have been treated to prevent the spread of disease and insects that negatively affect plants and ecosystems. The regulation covers all packing materials such as pallets, crates, cases, and dunnage. All WPM must be manufactured from wood that has been debarked and then heat-treated or fumigated with methyl bromide and stamped or branded with a mark of compliance.

Mexico Customs routinely inspects all cargo to ensure proper declaration. Your packing should be such that easy opening and closing can be done, and your packing list must match the cargo declared or delays can be lengthy and subject to additional charges.

Goods for permanent importation – giveaways or consumables must be packed separately from goods being imported on a temporary basis. For example – DO NOT PACK giveaway brochures into a crate containing a valuable machine.



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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 shipped 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.

Masterpiece International LTD. and / or our agents, reserve 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 collection of your goods. MSDS WILL NEED TO BE SUPPLIED UPON REQUEST.

MASTERPIECE INTERNATIONAL CANNOT RETURN OR FORWARD ANY HAZARDOUS MATERIALS POST SHOW. IF YOU HAVE HAZARDOUS ITEMS THAT NEED TO BE FORWARDED, PLEASE HAVE YOUR DISTRIBUTOR COLLECT THEM DIRECT FROM YOUR BOOTH

FOOD, BEVERAGES AND TEXTILES

There are certain Products (such as Beverages, foodstuffs, seeds, grains, chemicals, textiles and leather) that are prohibited or require specific permits and / or certificates issued by the appropriate Mexican Government agencies. Please do not ship without getting pre-approval. If these commodities are included in your exhibit shipment, it can delay the Mexico Customs formalities greatly and additional charges may be incurred.

TSA KNOWN SHIPPER VERIFICATION

As per TSA regulations, all “unknown shippers” in the TSA shipper data base may only offer their cargo on an all-freighter cargo aircraft and cannot be offered onto any passenger aircrafts.

INSURANCE

It is the exhibitor’s responsibility to cover all-risk insurance for the shipment while in transit. Masterpiece International can provide a policy upon request.



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[SOLAS VERIFIED GROSS MASS WEIGHT \(VGM\) FOR SEA FREIGHT](#)

Effective July 1, 2016, the SOLAS Verified Gross Mass Weight (VGM) amendment goes into effect which requires shippers to provide VGM obtained on calibrated, certified equipment of all cargo that is to be tendered to steamship lines. Failure to provide such documentation in a timely manner may result in the cargo being rejected. All fees including but not limited to segregating, handling, storage, per diem, administrative fees and possible penalties incurred because of an absent VGM or incorrect VGM will be the responsibility of the shipper. A template to confirm VGM has been included in this manual and is MANDATORY for ALL SEA FREIGHT SHIPMENTS

[POST SHOW PROCEDURES](#)

Prior to the close of the show a Masterpiece International representative will stop by your booth to coordinate any return shipments or forwarding of your shipment to the next destination. If you are sure of the final disposition of your goods after the show, please notify us in writing. Shipping forms and commercial documents must be completed prior to the close of the show.

Empty cases will be returned to individual stands after the show closes by the on site handling contractor. If you need early access to your empties or have goods to store during the show, please let us know as soon as possible. Masterpiece International will supply you with shipping labels to the final destination.

[SELLING GOODS IN MEXICO](#)

If your company wishes to sell any of your imported exhibit goods or machinery in Mexico, the buyer must be a registered Mexican company or a person who has an import license. If you have chosen to import the goods into Mexico on a temporary basis and then wish to sell the goods, Masterpiece can arrange for a permanent customs clearance to be processed. The fees for permanent customs clearance as well as Mexico Duties / VAT must be paid immediately, or the goods must be re-exported under bond.

[CUSTOMS POWER OF ATTORNEY FOR RETURN EXHIBITION GOODS](#)

All shipments returning to the USA via Masterpiece International 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). All shipments returning to various parts of the world will require re-importation customs clearances. Forms that are necessary can be provided to the shipping / importer by Masterpiece Intl.



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[OVERSEAS CONTACTS - FORWARDERS](#)

Masterpiece Intl has relationships with specialty trade show forwarders around the globe, if you need help with shipping from your part of the globe, please contact us and we will be happy to give our recommendations.

It is very important that we are included in the chain of communication regarding the intended departure dates, arrival dates and critical freight information so that the appropriate arrangements can be made in advance for handling and shipping within Mexico and at show site.

[PAYMENT TERMS](#)

Full payment for inbound services is required prior to delivery to booth. Payment can be made by wire or company check. Details can be found on the invoice.

SEE TERMS & CONDITIONS OF SERVICE ON OUR WEBSITE:

WWW.MASTERPIECEINTL.COM

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