



**MASTERPIECE  
INTERNATIONAL**

LOS ANGELES 1960 E. Grand Ave, Suite 560, El Segundo, CA 90245 [WWW.MASTERPIECEINTL.COM](http://WWW.MASTERPIECEINTL.COM) FMC#027127NF



April 8 -10, 2025

## INTERNATIONAL SHIPPING MANUAL

Dear Sir/Madam,

We are excited to announce that Masterpiece International Ltd. has been selected as the official freight forwarder and custom broker appointed by SME Events for RAPID + TCT 2025.

**Our comprehensive package of services includes the following:**

- Pick-up of shipment from point of origin overseas or U.S. 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 / ATA Carnets.

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



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## YOUR DEDICATED CONTACTS:

Mr. Armin Zertor

[azertor@masterpieceintl.com](mailto:azertor@masterpieceintl.com)

Tel: +1 310.213.4347

Ms. Carley Jones

[cjones@masterpieceintl.com](mailto:cjones@masterpieceintl.com)

Tel: +1 310.321.1040

Mr. Johannes Hagemann

[jhagemann@masterpieceintl.com](mailto:jhagemann@masterpieceintl.com)

Tel: +1 310.321.1043

## ARRIVAL DEADLINES / TIME SCHEDULE:

### SEAFREIGHT

- Copies Bill of Lading 10 days before arrival
- Copies Customs Documents (List of Exhibits) 10 days before arrival
- Arrival of Sea freight Shipments - to show site dock 16 days before arrival  
at Chicago or Detroit rail port or CFS- to adv. warehouse 25 days before show opens

### AIRFREIGHT

- Copies of Airway Bill 2 days before arrival
- Copies of Customs Documents (List of Exhibits) 4 days before arrival
- Arrival of Airfreight Shipments - to show site dock 12 days before arrival  
at (ORD or DTW) - to adv. whs. 16 days before show opens

*Please contact Masterpiece International LTD., should you require an extension of the deadlines so that we may assess if an extension is possible. Shipments arriving after the deadline date will incur a 20% late fee surcharge. Every effort will be made to clear the cargo by the exhibition opening but cannot be guaranteed. Please also note the advanced warehouse and convention center dock can assess late fees billable directly to exhibitors for shipments arriving after deadlines. Please refer to the show manual from handlers. Masterpiece International is not liable for delays caused by Customs exams, governmental holds on cargo, weather delays, or port delays.*

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## CONSIGNMENT & NOTIFY PARTY DETAILS:

### CONSIGNEE:

Exhibitor Name / Booth #  
C/O RAPID + TCT 2025  
Huntington Place  
1 Washington Blvd.  
Detroit, MI 48226

### NOTIFY PARTY:

Masterpiece International  
1960 E. Grand Ave. Ste: 560  
El Segundo, CA 90245  
Attn: Trade Show  
Tel: +1 (310) 321.1050

*Masterpiece International does not facilitate deliveries to the booth; this is handled by the on-site general contractor, and in this case Freeman. Freeman has their own tariff and fees for these services, and they invoice them directly to the exhibitor at the end of the show as 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.*

## 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: RAPID + TCT 2025  
Huntington Place  
Name of Exhibitor, Stand Number and Hall Number  
Net Weight in kgs  
Total number of Cases  
Cases labeled in sequence (Case \_\_\_ of \_\_\_)  
Shipper

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## DOCUMENTATION:

To ensure your goods are cleared within the given deadline, please be sure to provide proper documentation, including:

- Copy of the bill of lading (seaway bill only)
- Copy of the air waybill
- ISF (Importer Security Filing) Data sheet (Sea Freight Only)
- Customs Power of Attorney
- Commercial Invoice and Packing Lists in English
- Original Carnet ATA (if applicable)
- Original and copy of any document specifically required for import; including, but not limited to health certificate, certificate of origin, imports permit, CITES permits, etc.
- Copy of Insurance Policy (if applicable)

## IMPORTANT DOCUMENTATION INFORMATION:

The United States requires that all ocean freight shipments comply with IMPORT SECURITY FILING requirements. The ISF worksheet must be provided to us no later than 72 hours prior to sailing to ensure timely filing. Failure to do so could result in Customs clearance delays and penalties. Masterpiece will not be held responsible for penalties involving late filing. A Masterpiece template can be provided upon request.

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

- Name and address of shipper / Name of Exhibition, Hall, and Stand Number
- Quantity, description, harmonized tariff code, unit value of each item, and country of origin
- Weights (kg) and dimensions (in inches) of each outer case
- Name and signature of the person preparing the commercial 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, dimensions, description, and commercial value of each item.
- Under no circumstances will invoices be entered with commodities specified as "Exhibition Materials", "Samples", or "giveaways."
- We require the use of seaway bills of lading, and freight charges (ocean & air) be prepaid to prevent delays.
- Chassis rental, per diem, port detention, and storage outlay to shipper at cost + 10% outlay.



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- Cargo dispatched under a “freight collect” basis will be paid for on your behalf and will include a 10% outlay. Additional charges will apply for wrong consignee details.
- 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 (if required)

*All documents must be approved prior to departure.*

## RESTRICTED AND SPECIAL COMMODITIES:

The following items may require special clearances / documentation and handling to enter the United States. Please contact our office in advance regarding these items:

**FOOD & BEVERAGES:** require FDA registration in accordance with the U.S. government bio-terrorism act; this includes candy for giveaway in the booth. If you are not the manufacturer of these items, we suggest you do not ship these items at all.

**TEXTILES:** including caps, T-shirts, and canvass bags etc. Must include the fabric content. We will require a full name, address, and country of the original manufacturer, not whom the goods were purchased from. Do not ship t-shirts manufactured in China or Russia, as these are quota items and will not be allowed in the country without a valid import license.

**FLAMMABLE / HAZARDOUS:** Proper packing, labeling and documentation will need to be reviewed prior to export. Items should not be shipped unless the goods are declared in advance of shipping from the overseas warehouse. Failure to declare the goods could result in denied entry and possible fines/penalties. 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 U.S. port(s)

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## **CITES:**

The exhibitor is responsible for ensuring that all regulated objects have valid CITES permits and that ALL wildlife contained in the shipment is clearly identified to Masterpiece and provided with both the common and scientific name. Examples of wildlife include but are not limited to: objects made of endangered wood species, ivory, mother of pearl, shell, coral, feathers, bone, etc. We recommend that all permits be applied for far in advance of the shipment and provided to Masterpiece prior to shipment to ensure they are in order. It is recommended that CITES objects travel on a travelling CITES, if possible, as export permits from the U.S. can take months to obtain.

## **ENTRY TYPES:**

Masterpiece International Ltd. can clear your freight in the United States PERMANENTLY (Definitive Customs Entry) or TEMPORARILY by TIB or A.T.A. Carnet.

**PERMANENT IMPORTATION:** Goods, which will remain in the U.S., are subject to any applicable duties and taxes, merchandise processing fees (MPF) and for sea freight shipments, Harbor Maintenance Fees (HMF). After permanent importation, goods may be sold, given-away, returned to the country of origin, or shipped to a different destination. All giveaway items, including brochures, are dutiable.

**TEMPORARY IMPORTATION (TIB):** Goods for the show can be cleared for temporary importation for a period of one year, at the discretion of U.S. Customs. (All goods imported under TIB must be re-exported as originally entered, not altered, or changed in any way including value) This option results in an increased importation bond amount. Goods not re-exported are subject to Customs penalties up to double the regular duty amount.

**ATA Carnet:** An ATA carnet is used as a “merchandise passport” and allows temporary clearances without paying duties or taxes. The Carnet must be in English and have all goods listed with values and HTS numbers. The goods cannot be sold, destroyed, or left in the U.S. and must be exported prior to expiration of the Carnet document. Failure to export within the required time will result in fines and penalties. Masterpiece International shall be listed as an authorized representative.

**Trade Fair Entry (if available):** If the U.S. Department of Commerce declares an international exhibition as a bona fide trade fair under the Trade Fair Act of 1959, it permits international exhibitors to enter equipment and machinery for exhibition purposes without duty payment, if those exhibits are re-exported at the end of the exhibition. Please discuss this option with our team prior to export to confirm applicable, not applicable for all shows.

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## PROHIBITED GOODS:

We strongly deter you from sending any of the following items which can result in delayed or refused clearances: food products, alcoholic beverages, arms, explosives, fireworks, tobacco, pharmaceuticals, or products made from animal parts or of endangered species materials in your shipment. Please contact Masterpiece International for further information and clarification whether goods are admissible for import. In all instances, the approval of import permits/licenses is solely at the discretion of the relevant government agency in the destination country. Masterpiece is not responsible for refusal to grant such permits, even if the goods have already arrived at the destination port.

## PACKING:

Please ensure that your goods are packed in a strong, waterproof packing case which lends itself to being re-exported after the exhibition. Crates should use screw closures (rather than nailed) in case they need to be examined/opened by a U.S. 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.

## WOOD PACKAGING:

(Including pallets) must arrive stamped with an IPPC (International Plant Protection Convention) stamp, which confirms the wood has been fumigated or heat treated as required by the USDA. Failure to comply could result in clearance delays, possible penalties, or seizure and destruction of the goods.

## TEMPORARY CLEARANCES:

Exported items traveling on ATA carnet and permanent items exported must be packed and shipped under separate waybills. Failure to do so could result in clearance delays.

## IMPROPER PACKING:

Masterpiece International will not be held liable for any damage or loss should goods not be properly packed.

## 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 if they do not already have one issued. 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, and it is recommended that insurance be placed on all shipments. Masterpiece International can provide Cargo Insurance upon request.

## POST SHOW PROCEDURES:

Prior to the close of the show, the exhibitor should proceed to the exhibitor services booth to obtain forms/labels for the general contractor to prepare their cargo for our drivers to pick up from the dock. The exhibitor should settle any service charges with the convention center/general contractor directly. 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 the shipment packed for general contractors. If you have not received a 'Material Handling Form' from the general contractor by the last day of the show, please go to their Service Area to obtain your Material Handling Form.

**It is very important to note the following on your form:**

- Masterpiece International must be listed as the Carrier or we will not be able to collect your freight.
- The piece count **MUST** be accurate, but an estimate is acceptable on the weight.
- The final address you list on this form must be the same as the address placed on the labels.

Shipments for exhibitors without paperwork will be returned to the general contractor'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 collect the shipment on your behalf. Once the forms are complete, please send a copy by text or email to your Masterpiece representative. If you have any questions, please do not hesitate to contact your Masterpiece International representative via email or telephone.





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## PAYMENT TERMS:

Full payment for inbound invoices is required upon receipt and prior to delivery of the shipment to the 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.  
1960 E. GRAND AVE. STE: 560  
EL SEGUNDO, CA 90245  
ATTN: CARLEY JONES

## SEE TERMS & CONDITIONS OF SERVICE ON OUR WEBSITE:

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