October 8-11, 2026

Jacob K. Javits Convention Center, New York, NY

PIBL

U.S. Customs & International Shipping Instructions

Official Customs Broker and Freight Forwarder

PIBL - Phoenix International Business Logistics, Inc.
1201 Corbin Street
Elizabeth, NJ 07201

Attention:

Veronica Gomez
Tel: 908.355.8900
Fax: 908.355.8883
E-Mail: vgomez@phoenixlogistics.com

Freight originating from cities outside the United States requires special consideration not covered in the handling and shipping section of this manual. The U.S. Customhouse Broker is available to advise the best methods of transportation and proper documentation. Please address all inquiries to the above individual.

CUSTOMS CLEARANCE OPTIONS

PIBL can arrange to clear your merchandise through customs on a temporary or permanent duty paid entry. If you are intending to ship high value merchandise, we suggest you apply for an ATA Carnet in the country of origin. Carnets should only be utilized for high valued merchandise which is intended for re-export from the U.S. in the same condition in which they were imported. Merchandise entered into the U.S. under a Carnet and not exported is subject to U.S. Customs duty, penalties and or fines.

TRANSPORTATION SERVICES

For information regarding export services from your location to New York please feel free to contact one of the following PIBL agents or contact us in NJ for the name and phone number of an agent nearest you.

UNITED KINGDOM GBH Exhibition Forwarding Ltd, 10 Orgreave Drive Handsworth, Sheffield S13 9 NR Contact: Mark Saxton Phone: [44] 1142690641 Fax: [44] 1142693624 E-mail: Mark@gbhforwarding.com	**GERMANY** FairExpress GMBH Grafenheider Strasse 103 33729 Bielefeld/Germany Contact: Christiane Roelfs Phone: [49] 52-1911-4420 Fax: [49] 52-1911-4411 E-mail: christiane.roelfs@fairexpress.de
JAPAN Nissin Corporation 5.Sanbancho, Chiyoda-ku, Tokyo, 102-8350, Japan Contact: Exhibition Team Phone: 81-332386500 Fax:]81332386508 E-mail: exhibition@nissin-tw.com	**ITALY** O.T.I.M. S.p.A. – Int'l Fairs Dept I-20159 Milano - Via Porro Lambertenghi, 9, Italy Contact: Chiara Rossolimo Bergamini Phone: [39] 02 69912255 Fax: [39] 02 69912231 E-mail: chiara.rossolimo@otim.it
SPAIN Internacional Trade Shows S.A. (ITS, S.A) AVDA. Eduard Corbella, 86-88 Barcelona, Spain E-08440 Contact: Mr. Cristobal Cascante Phone: [34] 932004675 Fax: [34] 932001694 E-mail: cristobal.cascante@itsfairs.com	**CANADA** PIBL - Phoenix Int'l Business Logistics, Inc. 1201 Corbin Street Elizabeth, NJ 07201 Contact: Roger Howell Phone: 908-355-8900 Fax: 908-355-8883 Email: rhowell@phoenixlogistics.com

MARKING

To ensure timely delivery to your stand, all cases should be marked as follows:
Name of Exhibitor
Name of Show and Exhibition Center
Booth number
Piece #1 /up

DOCUMENTS REQUIRED (Forward to Phoenix NJ)

Original Bills of Lading / Commercial Invoice / U.S. Customs Power of Attorney/Import Freight Information Sheet. **These guidelines are not intended for food and/or alcohol shipments**

OCEAN FREIGHT AND AIRFREIGHT SHIPMENTS

It is imperative that all documents be issued in English only. Documents issued in other languages will be translated at the expense of the exhibitor.

The Commercial invoice must contain the following details:

- Complete name and address of the exhibitor
- Quantity of each description
- Detailed description of merchandise
- Country of origin
- Individual and total price of each description
- Total value of shipment

All commercial invoices should mention that the shipment consists of exhibition goods to be exhibited at the show and whether the goods are for temporary or permanent importation. Temporary and permanent shipments can not be consolidated and shipped under the same bill of lading. Separate bills of ladings and invoices must be issued. All goods intended for sale in the United States are subject to normal customs duty and taxes.

INTERNATIONAL PACKAGE/ COURIER SHIPMENTS

Successful customs clearance and delivery of international courier shipments can be a challenge. To reduce delays, additional expenses and possible non delivery of your shipment, we suggest exhibitors utilize our customs clearance, receiving and delivery services by consigning their shipments as below. With correct consignee instructions provided to the courier, PIBL is able to customs clear, receive, consolidate and deliver your shipment to the show. Our employees are available to monitor and confirm your shipment was delivered to your booth. Please contact us to discuss the best method for handling your package/courier shipments.

CONSIGNEE & NOTIFY PARTIES

Consign & Notify both Air & Ocean Shipments as follows:

Consignee: Name of Exhibitor – Booth #
New York Comic Con (NYCC October 2026)
Jacob K. Javits Convention Center
655 W. 34th Street
New York, NY 10001

Notify Party: PIBL – Phoenix Intl Business Logistics, Inc.
ATTN: Veronica Gomez 908-355-8900
vgomez@phoenixlogistics.com

All documents such as invoices and packing lists should accompany air shipments and must arrive with the freight.

RETURN TRANSPORTATION OF EXHIBITION GOODS

Prior to the close of the exhibition, Please make arrangements with PIBL for the return transportation of your exhibition goods to the country of origin or any other destination of your choice. Quotations may be obtained in advance from PIBL by emailing your requirements to the Phoenix agent listed above**.**

PAYMENT CONDITIONS

Invoices for services rendered are payable prior to delivery of freight to the exhibition center through our designated agents or directly to PIBL. Phoenix accepts cash, American Express or traveler's checks.

TERMS OF FREIGHT ACCEPTANCE

All freight shipments must be shipped to the U.S. on a prepaid basis.

TERMS AND CONDITIONS OF SERVICE

All business undertaken by PIBL is subject to the terms and conditions of service as recommended by the Freight Forwarders and Brokers Association, Inc. Text available upon request.

TERMS OF DELIVERY/DEADLINES FOR ARRIVAL IN US

In order to assure timely delivery to show site, contact PIBL for FCL and LCL arrival dates. Airfreight shipments must arrive in the U.S.15-20 days prior to your move in date. A late surcharge will be applied to all shipments arriving within 5 working days of the show set-up.

US/CANADIAN BORDER CROSSINGS

Canadian exhibitors seeking to export exhibit materials to the U.S. should be advised that U.S. Customs will require an IRS identification number for the entry of these shipments to the U.S. If your organization does not have an IRS number, your U.S. Customs broker has the capability to file and receive a temporary IRS number on your behalf. Failure to provide this number to the U.S. Broker at the border crossing will result in delays. Show Management cannot provide their tax identification number to exhibitors as the importer of record must be the name of the exhibitor or a distributor representing the exhibitor.

Exhibitors expecting problems with border clearances should contact PIBL at 908-355-8900. For a fee, PIBL is prepared to clear your merchandise at the border or in New York using their IRS number as the ultimate consignee. Please contact them in advance to discuss document requirements.

RESTRICTIONS ON WOOD PACKING 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 began 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 WPM 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 mark that indicates that the article meets the new requirements. Paper treatment certificates will continue to be accepted until July 5, 2006. Should you have any questions regarding the wood packing material used for your exhibit, please consult your local Phoenix agent, in house freight forwarder, or packing and crating company. Additional information on this subject can be found on the USDA Website: http://www.aphis.usda.gov/lpa/issues/wpm/wpm.html