



**ANUGA 2023**  
**Cologne Exhibition Center**  
**Cologne, Germany**  
**October 7<sup>th</sup> to 11<sup>th</sup>**

**OFFICIAL SHIPPING INSTRUCTIONS**

Dear Exhibitor,

We are pleased to inform you that **WINN Expo Solutions, Inc.** has been appointed by **Koelnmesse Inc.** as the **official USA Pavilion's freight coordinator** for the upcoming **ANUGA 2023**. We are proud to work in conjunction with **Schenker Deutschland AG**, an **official on-site contractor**, in providing you with the following range of services:

- Airfreight
- Temporary and permanent customs clearance
- On-site handling (drayage)
- Removal, storage and return of empties
- Re-export to origin or on forwarding destination
- WINN Expo Solutions, Inc. on site supervision

Please review the following shipping instructions and deadlines to assist us make your shipping arrangements easy and worry-free.

**Below are deadlines for freight arrival at airfreight consolidation points. Airline schedules are constantly changing. These early deadlines allow room to accommodate any unforeseen delays with airlines.**

Dry Products: September 5<sup>th</sup>  
Chill/Frozen Products: September 14<sup>th</sup>

**Airfreight is highly recommended. Ocean freight is not offered by WINN Expo Solutions for this event due to time sensitive cargo and unforeseen delays at sea ports.**

\*\*Pick up from door is also available. Please note that chargeable weight is based on actual or dimensional weight (in inches, length x width x height/166), whichever is greater. Please call for estimates or make arrangements\*\*

### **Deadlines for documents**

August 11<sup>th</sup>: Preliminary copies of commercial invoice for food products are due for audit and permit application review

August 24<sup>th</sup>: If applicable, copies of health certificates and Private Attestations for dry products are due for pre-approval

September 1<sup>st</sup>: Final revision of commercial invoices are due if needed

September 5<sup>th</sup>: If applicable, original health certificates for **dry products** need to arrive at WINN Expo Solutions, Inc.

September 5<sup>th</sup>: If applicable, copies of health certificate for chilled/frozen products are due for pre-approval

September 13<sup>th</sup>: If applicable, original health certificates for **chilled/frozen products** need to arrive at WINN Expo Solutions, Inc.

\*\*\*Please email WINN Expo scanned copies of health certificates before sending originals. Please send tracking numbers once they go out since we are still working remotely and will track to be present to receive accordingly.\*\*\*

### **Documents required**

#### **A. Commercial Invoice: require for all products**

\*\*\*\*Do not mark "No commercial value." Please state the individual value of the items on the invoice.

\*\*\*\*Use general terms that are easily understood for description of goods

\*\*\*\*Need separate commercial invoice for dry, chilled and frozen products

\*\*\*\*Please include unit weight in the description of goods; eg. 4 oz can of corn

\*\*\*\*Please fill in the HS code column of the commercial invoice

\*\*\*\*Please complete the commercial invoice electronically and email an attachment in word doc to Denise Winn at [denise@winnexpo.com](mailto:denise@winnexpo.com). Handwritten commercial invoices will not be accepted. There will be a retyping fee of \$25/page for all handwritten documents.

#### **B. All meat products, including seafood, dairy and any by products of animal origin:**

\*\*\*\*A Veterinary Health Certificate for EU approved plants

\*\*\*\*Certificate for export

**For more information on EU requirements for meat products, please refer to the web site below:**

<https://www.fsis.usda.gov/inspection/import-export/import-export-library/european-union>

Currently, we do not have exemptions for non-EU approved animal and animal by-products. All products need to be produced from an EU approved plant and proper EU health certificates are required.

\*\*\*Please note of new regulations on products with composite ingredient derived from animal product such as baked goods that contain egg or dairy as an ingredient or candies that contain gelatin. Proper EU health certificates are required for composite products that are chilled or frozen. This is required regardless of how little the amount of ingredient is in your products. Some commodities are exempt from needing a formal EU health certificate if they are shelf-stable, but the composite ingredients will still need to be sourced from an EU approved plant and a Private Attestation form needs to be completed.

\*\*\*If you have shelf-stable products with composite ingredients, please contact Denise Winn to obtain a Private Attestation form to complete for imports

For more information on EU requirements for composite products export certificate, please refer to the link below:

<https://www.ams.usda.gov/services/imports-exports/dairy-exports/eu-dairy-exports>

Please refer to the link below to confirm that your ingredients are sourced from one of the approved establishments.

<https://webgate.ec.europa.eu/tracesnt/directory/publication/establishment/index#!/search?countryCode=US&sort=country.translation>

#### **C. Fresh Produce:**

\*\*\*\*A Phytosanitary Certificate on Inspection result is needed for raw nut products and popcorn

#### **D. Beverage**

\*\*\*\* Alcohol ratio needs to be listed for all alcoholic beverages

#### **E. Other special notes:**

\*\*\*\***Chili, curry, paprika powder**—Additional declaration and 20% of products will be required for testing purposes by the local authorities in Frankfurt. Due to extra time needed for testing, these products will need to be sent separately from

the consolidation. Please advise as soon as possible if your shipment consists of these products.

\*\*\*\***Pistachios**—Agriculture declaration required and fees will be at cost with 15% outlay.

Some food products require additional documentation and permits. Please forward to us the attached commercial invoice no later than August 11<sup>th</sup> to allow us ample time to check with the health ministry.

**Inbound freight charges**

**At the time of writing, airlines cannot commit to rates this far in advance and we are also waiting on handling charges in Germany. Rates will be provided once we have confirmed charges applicable.**

<b><u>Weight</u></b>	<b><u>Dry freight charge</u></b>	<b><u>Chill/frozen freight charge</u></b>
Free allotment if eligible	covered by Koelnmesse	covered by Koelnmesse
Additional freight	TBA/lb	TBA/lb

\*\*\*Minimum chargeable: 100 lbs

\*\*\*For chilled/frozen, packing material and services are included for one E,EH or EO container. Additional charges will apply if multiple containers or D-container are needed.

\*\*\*Dry ice for frozen shipment: \$1.45/lb.

\*\*\*Gel packs for chilled shipment: \$1.35/pack.

\*\*\*Above freight charges include current fuel/security/screening surcharge which may subject to change based on market rate at the time of shipping. Services also include handling from consolidation points as well as customs clearance, delivery to stand, repacking for 1 container of chilled/frozen products as mentioned above and cold storage at show site if needed. Additional charges will apply for cold storage at the airport prior to being transferred to show site if applicable.\*\*\*

Administration fee:	\$75.00 per exhibitor/per shipment
Agricultural exemption request	\$115.00 for pistachio and rice products
Agricultural clearance for raw nuts and popcorn	\$135
Import permit for agricultural Or veterinary shipment	Cost + 15% outlay(not published yet)
Veterinary clearance: certificate if applicable	\$330/health

Veterinary inspection:	cost + 15% outlay/health certificate
Private attestation clearance	\$175
Registration for veterinary inspection:	\$180/health certificate if applicable
CHED-D clearance (aflatoxin)	\$330
Temporary import bond	cost plus 15% outlay if applicable Minimum \$20
Cold storage at airlines	cost plus 15% outlay if applicable
Heat treated pallet if needed:	\$45.00
Share pallet for consolidation:	\$22.50

\*\* Majority of food samples are free of duties/taxes except for alcohol. \*\*

\*\* Duties/taxes will be billed at cost plus 15% outlay fee if applicable. \*\*

\*\*The above freight charges include all handling from consolidation points as well as custom clearance, delivery to stand, repacking for chilled/frozen products, storage and daily delivery if needed\*\*

\*\*Veterinary supervision for unpacking, collection and destruction of any non-EU certified products will be billed at cost plus 15% outlay fee if applicable. \*\*

\*\*In order to take advantage of consolidated freight charges, all freight must arrive at the designated consolidation points by the given deadlines of September 5<sup>th</sup> for dry products and September 14<sup>th</sup> for chilled/frozen products. \*\*

\*\*If you can not meet the given deadlines for freight arrival at the consolidation points, please contact WINN Expo Solutions, Inc. for after deadline shipping estimates and packing instructions to comply with TSA guidelines. \*\*

\*\*If you need to store empties or have any freight returning after the show, please contact WINN Expo Solutions, Inc. for estimates or make arrangements. \*\*

### **Conditions of Handling**

**While every effort will be made to ensure that all food products are correctly handled and stored, there are still risks involved in shipping perishable products. Handling and temperature abuse is possible at any stage of the journey until its final destination at your stand. If such incident occurs and affects the integrity of your chilled/frozen products, WINN Expo Solutions, Inc., will do our best in rectifying the situation, but will not accept all liabilities.**

**WINN Expo Solutions, Inc. does not offer insurance coverage for perishable products and highly recommend exhibitors to contact their**

**company's insurance provider to arrange an all-risk coverage by riders to their existing policies.**

### **Packing**

**Please ensure that your freight is properly packed before shipping. Packing materials should be strong enough to sustain possible bumping during transit, weatherproof and be suitable for repacking after the exhibition if needed.**

**Wood packaging:** All shipments containing Non-Manufactured Wood Packing (NMWP) must be either heat-treated or fumigated. This is not a paper-based certification. The NMWP and Solid Wood Packing Material (SWPM) must bear marks indicating the type of treatment under the ISPM 15 regulations. In addition, the markings should contain the valid symbol approved by IPPC, country code, unique number of producer/treatment facility assigned by the NPPO of exporting countries, treatment methods (HT/MB).

### **The consignee for all certificates is as follows:**

Exhibitor name: Stand #:  
ANUGA 2023; USA Pavilion  
c/o Schenker Deutschland AG  
Pfalzischer Ring 105  
50679 Koln, Germany

### **All original documents are to be sent to the following address:**

Denise Winn  
WINN Expo Solutions, Inc.  
195 South "C" Street Suite #260  
Tustin, CA 92780

### **All airfreight products are to be sent to the following consolidation points:**

Please advise of piece count, name of carrier, estimated arrival time and tracking number before sending to the consolidation points.

### **For dry products: Need to arrive by September 5<sup>th</sup>**

Exhibitor name: Stand #:  
Anuga 2023  
c/o WINN Expo Solutions, Inc.

c/o Aeronet Worldwide  
2500 S. Edison Way  
Compton, CA 90220

**For chill/frozen products: Need to arrive by September 14<sup>th</sup>**

Exhibitor name:     Stand #:  
Anuga 2023  
c/o WINN Expo Solutions, Inc.  
c/o CFI-K&N  
220 Lawrence Ave  
Lawrence, NY 11559

In order to make sure everything arrives on time and in the best condition, please color code the labels on your packaging in the following order:

**Red:** frozen products  
**Blue:** chilled products

All shipments must be prepaid before delivery. Please complete the attached credit card form as well as the credit application and consent to screen form. Please contact WINN Expo Solutions, Inc. if you would like to arrange other method of prepayments. The Power of Attorney form will also need to be completed if there are any goods returning to the U.S. at the close of the show. Please be sure to fax back all paperwork before sending freight to the consolidation points.

Our goal is to assist you in making your participation at **ANUGA 2023** a successful one. Please give us a call at your earliest convenience to make arrangements or obtain shipping estimates.

We look forward to hearing from you and would like the opportunity to become your expo solutions.

Here's to a successful show!

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