

IIE U.S. Higher Education Fairs in Asia 2009

OCS Shipping Kit

Content:

- 1) General Informationp.2
- 2) Exhibitors Using OCS – Rates and Instructions.....p.2-4
- 3) Exhibitors Not Using OCS – Rates and Instructions....p.5-6
- 4) Shipper’s Information Formp.6
- 5) Shipper’s Prealert Formp.7

1) General Information:

OCS is pleased to be working with **IIE U.S. Higher Education Fairs 2009** as an official shipper of exhibitor materials. Exhibitors shipping with OCS will not need to make any international shipments. Instead, materials can be forwarded to our OCS central hub in Boston.

We are set up here to receive all of your boxes, whatever their final destination. We will then sort, label, and distribute all your boxes to the correct locations overseas.

2) EXHIBITORS USING OCS – Rates and Instructions

If you choose to use OCS as the official shipper for your exhibitors materials then please read Part A and B of the sections below-

Part A. \$USD Rates

- Please see below rates. Prices are based on weight shipped **from our Boston hub**.
- Duties and taxes are extra (only if applied by local country of import) but will be invoiced later. **We will pay all of these charges on your behalf overseas.**

<u>Hong Kong, Japan</u>	Per Box	Per Pound
Received at OCS by deadline	\$0.00	\$4.90
Received at OCS after deadline	\$35.00	\$6.00
<u>Mainland China, Vietnam, India</u>	Per Box	Per Pound
Received at OCS by deadline	\$35.00	\$6.50
Received at OCS after deadline	\$55.00	\$8.00
<u>Indonesia, Thailand</u>	Per Box	Per Pound
Received at OCS by deadline	\$35.00	\$4.90
Received at OCS after deadline	\$35.00	\$8.00

Pricing example:

A 10-lb box for Bangkok would be: [\$35 (for the box)] + [\$4.90 x 10 lbs = \$49] = \$84

Two boxes at 10 lbs total would be: [\$35 x 2] + [\$4.90 x 10 lbs] = \$119

Part B. Instructions

Please read the following instructions carefully if you wish to use OCS as an official shipper of your exhibitors materials.

You will need to ship all your boxes to our central Boston Office and we will distribute them to the correct OCS office overseas.

1) Fax the attached "Shipper's Information Form" on page 6 to OCS to the following fax number- **781-933-1060** as soon as possible. This will help us communicate with you during the shipping process.

2) Ship your materials to OCS Boston early, so that we receive them by:

- **Hong Kong, Mainland China, Vietnam, Jakarta:** **Tuesday, September 1, 2009**
- **Tokyo, Chennai, New Delhi, Bangkok:** **Thursday, September 10, 2009**

We recommend, for the sake of economy, that you send all materials to us at the same time, in a bulk shipment.

**** NOTE ****

We have combined deadline dates to simplify the instructions. These dates correspond to the order of visits on your itinerary, or in some cases to the cities requiring extra customs clearance procedures.

As you can imagine, then - because the fair dates extend over a range of several days or weeks - our shipments are staggered. That is, not all destinations will be shipped immediately on the deadline dates.

This means that it is possible to be late for just the first city, or the first few, but not the others. OCS will automatically apply the *Regular Charges* (Group Shipment) rate for any city not yet shipped at the time your freight is received. That is, *Express Charges* will only apply when necessary; they are not uniformly applied just because you could not make the initial deadline date.

In any case, please us know if you will be late.

3) Address your boxes to OCS as in the sample below. We have attached pre-addressed OCS labels for your convenience. The entire label is pre-printed except the following 3 fields which you will need to complete:

- a) **FROM** ("Your School")
- b) **FAIR CITY**
- c) **#BOXES per CITY ABOVE**

** simply use one of the FAIR CITY selections from the Shipper's Prealert Form on page 7.

Example: If "Your School" ships 2 boxes to **TOKYO**, both Tokyo boxes should look like this:

From:									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Your School</td></tr> <tr><td style="padding: 2px;">Your Address 1</td></tr> <tr><td style="padding: 2px;">Your Address 2</td></tr> <tr><td style="padding: 2px;">Your Address 3</td></tr> </table>	Your School	Your Address 1	Your Address 2	Your Address 3	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Tour Code: 1298</td></tr> <tr><td style="padding: 2px;">Fair Name: IIE Fairs Asia Fall 09</td></tr> <tr><td style="padding: 2px;">FAIR CITY: <input style="width: 80%;" type="text" value="TOKYO"/></td></tr> <tr><td style="padding: 2px;">#BOXES per CITY ABOVE: <input style="width: 80%;" type="text" value="2 Boxes"/></td></tr> </table>	Tour Code: 1298	Fair Name: IIE Fairs Asia Fall 09	FAIR CITY: <input style="width: 80%;" type="text" value="TOKYO"/>	#BOXES per CITY ABOVE: <input style="width: 80%;" type="text" value="2 Boxes"/>
Your School									
Your Address 1									
Your Address 2									
Your Address 3									
Tour Code: 1298									
Fair Name: IIE Fairs Asia Fall 09									
FAIR CITY: <input style="width: 80%;" type="text" value="TOKYO"/>									
#BOXES per CITY ABOVE: <input style="width: 80%;" type="text" value="2 Boxes"/>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">SHIP TO:</td><td style="padding: 2px;">OCS America Inc. Boston Branch 29 Draper Street Woburn, MA 01801 USA Tel: 781-933-1130</td></tr> </table>		SHIP TO:	OCS America Inc. Boston Branch 29 Draper Street Woburn, MA 01801 USA Tel: 781-933-1130						
SHIP TO:	OCS America Inc. Boston Branch 29 Draper Street Woburn, MA 01801 USA Tel: 781-933-1130								

- 4) Once you are ready to ship, please fax the attached “**Shipper’s Prealert Form**” on page 7 to OCS at **FAX# 781-933-1060**.

Remember to include in this form:

- the number of **boxes** you are sending to us per destination (NOT the # of brochures)
- the approximate replacement value of these materials
- a description of these materials ONLY if not printed matter

- 5) To your international destinations:

For customs purposes, we will have to separate tapes, cd’s, pens, banners, etc. from printed material, and ship them separately. Therefore, if you only ship a few pens, etc. to each venue, we suggest you simply carry them with you as a cost-saving measure, since we have a per-box (package) charge for shipping.

3) EXHIBITORS NOT USING OCS – Rates and Instructions

Please read the following instructions carefully if you choose to use your own shipper to ship your exhibitors materials directly overseas.

You will need to ship all your boxes to the correct OCS Office overseas and we will deliver them to the specific fair venue.

Part A. \$USD Rates

- 1) If you ship directly overseas to OCS with another carrier, your carrier will charge you for freight (and duty / tax if applicable).
- 2) OCS will charge for receiving & delivery: \$15 per piece, with \$35 per venue minimum.

Part B. Instructions

Important Notice for Exhibitors not using OCS

If you decide to use another carrier to ship directly overseas, your ship-to address will be the OCS agency address in each destination country. IIE has requested that OCS in each Fair city receive this type of "direct" freight. OCS will store all exhibitors' materials in OCS overseas stations, and deliver all exhibitors' materials to the fair venue one day prior to the event day.

To do this, please complete the OCS Shipper's Information and Pre-Alert forms below. Tick the "Option #2" boxes on both forms. Once we receive these from you, we will send you instructions on where to send boxes in each city,

Our overseas offices will not be able to accept boxes from exhibitors which have not properly submitted these forms.

It will be the responsibility of your carrier to deliver your materials "door-to-door" overseas to OCS. Please make sure your carrier is able to clear customs in the countries you ship to, and make sure they can take care of duty and taxes for you. Please do NOT ship your materials as "cargo" or "door-to-airport", because these services generally do NOT include customs clearance.

Neither OCS nor IIE will be able to assist if your packages are delayed in customs or undeliverable due to improper labeling.

- 1) Fax the attached "**Shipper's Information Form**" on page 6 to OCS at FAX# **781-933-1060** as soon as possible.
- 2) Instruct your carrier to deliver "free domicile", "duties prepaid", or "bill duties to shipper" (locate these options on your carrier's airbill). **OCS cannot pay duty/tax on your behalf.**
- 3) Once you are ready to ship, please fax the attached "**Shipper's Prealert Form**" on page 7 to OCS at FAX# **781-933-1060**.

OCS Boston tel. 781-933-1130 (toll-free 1-877-2222-OCS) or email fairs@shipOCS.com

(OCS use only) TOUR CODE **1298** PARTICIPANT ID# _____ (OCS use only)

IIE U.S. Higher Education Fairs in Asia 2009

OCS ~ Shipper's Information Form

Please complete this form and FAX it to OCS as soon as possible.

FAX: 781-933-1060

All IIE exhibitors please check one box below



Option 1: I will ship all materials to OCS in Boston	<input type="checkbox"/>
Option 2: I will ship directly to each OCS station overseas	<input type="checkbox"/>

I) Institution name:

Institution MAIN Telephone #:

Department name:

Representative traveling on tour:

Representative's email:

II) Name of person shipping materials:

Telephone:

Fax:

Email:

III) Accounts Payable person (to whom at your institution may we send our invoice?):

Title / Department:

Telephone:

Fax:

Email:

Mailing Address:

Building / Office # :

Street address or PO BOX # :

City / State / Zip Code:

PURCHASE ORDER # (if applicable):

Questions? Please call tel. 781-933-1130 or email: fairs@shipOCS.com

(OCS use only) TOUR CODE **1298** PARTICIPANT ID# _____ (OCS use only)

IIE U.S. Higher Education Fairs in Asia 2009

OCS ~ Shipper's Prealert Form

Please complete this form and FAX it to OCS when you are ready to ship.

FAX: 781-933-1060

Note: Please consult OCS instructions for ship deadline.

INSTITUTION NAME: _____

DESTINATION	Total # Boxes or Packages	Total Value for Customs	List of non-printed matter materials (if any) attach extra page if you prefer
HONG KONG		\$	
CHENGDU		\$	
SHANGHAI		\$	
TOKYO		\$	
HANOI		\$	
HO CHI MINH		\$	
DANANG		\$	
JAKARTA		\$	
CHENNAI		\$	
NEW DELHI		\$	
BANGKOK		\$	

Please check one box below ↓

Option 1	I will ship to OCS in Boston	<input type="checkbox"/>	Ship Date _____	Carrier _____	airbill# _____
Option 2:	I will ship to OCS overseas	<input type="checkbox"/>	Ship Date _____	Carrier _____	airbill# _____

If you have any questions at all, please call us anytime. Thanks for choosing OCS.

