



IMTS2022

POWERED BY  **AMT**

IMTS Show Shipping Success Guide

Precision Shipping and Handling for a Successful IMTS Show

A successful IMTS Show depends on getting the product to the venue on time. **American Lamprecht** has the experience and resources to guide both the first-time exhibitor and the returning vendor through the intricacies of the entire process. From establishing a pick-up date, shipping, pre-show storage, on-time delivery, after-show pick-up, and post-show storage – **American Lamprecht** can help.





General Planning

Planning for a successful IMTS Show is a complex and multi-faceted process. This general outline can form the basis for planning a successful IMTS Show for you and your team.

General Planning for the IMTS: Start from the end and work backwards.



The IMTS has exact delivery specifications and dates that must be met.

Once the delivery date is secured, contacting **American Lamprecht** allows you to get a shipping date from your location. The date determines when the machinery and show materials need to be ready for shipping. An absolute ready date helps resolve tensions between marketing and production.



Determine what products and display items are going to the IMTS.

The design of the booth is an important and stressful process. **American Lamprecht can refer you to companies that can assist you with the design.** If your product is ready in advance of the IMTS specified delivery date, **American Lamprecht** can provide pre-show warehousing.



Determine where your product is going after the IMTS.

Is the product going to be sold, returned to you, or stored? Determining this prior to the show reduces cost and confusion. **American Lamprecht** can also provide post-show warehousing and arrange shipping anywhere in the world.





Detailed Planning

After the General Planning process is completed, make sure you pay attention to the details.



Set a budget

Prepare a realistic budget of expenses at the IMTS against the expectations of additional business. Always take in to consideration the unexpected costs that may arise such as additional labor, handling and warehousing. **American Lamprecht** can provide estimates of shipping and warehousing costs to assist in developing a budget for the IMTS.



Mock-up the booth

If space and time allow, set up a trial booth. Experiment with different layouts and walking paths. If your display is designed to educate a customer and lead to a buying decision, have a potential customer walk through the mock-up. This will also allow a better estimate of what can and should be shipped to the IMTS. **American Lamprecht's** expertise in maximizing shipping value can assist you in getting what you need to the IMTS.



Make a list

Make a list of everything to be shipped to the IMTS. This includes product, booth display, promotional material, signs, equipment, and office supplies. Sharing the list with **American Lamprecht** will help in completing the necessary paperwork for shipment.



Advance or direct shipping

Choose between advance warehousing or direct shipping to the IMTS show. Advance shipping reduces stress and eliminates concerns over possible delays. If the delivery schedule is tight, then direct shipment is the best option. **American Lamprecht** can provide both services. With in-house warehousing capacity in Duncan, Houston, Miami, and other off-site locations, advanced shipping is a great option to ensure your materials arrive ahead of schedule.



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Experienced and Efficient

American Lamprecht's experience with shipping and logistics planning for the IMTS Show dates back to the Lamprecht AG history of consistent and economical shipping from Switzerland to the United States. In addition to shipping equipment to the show, **American Lamprecht** and Lamprecht Ag have consistently performed in the machinery logistics marketplace for shipments resulting from successful IMTS show orders.

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- ➔ Establish Ready Date
- ➔ Determine Show Shipping Schedule with IMTS
- ➔ Evaluate Shipping Options
- ➔ Evaluate Pre-show Storage Options
- ➔ Evaluate Post-show Storage and Shipping Requirements
- ➔ Develop Contingency Plans



Provide Cost Analysis and Comparisons



Schedule Shipping



Confirm Pickup



Track



Deliver



International Shipping Checklist

If you are experienced with shipping goods internationally, then a lot of this information will be old news to you. But if it's your first time, or you would like a refresher, here is a checklist of items you may want to put together to streamline the shipping documentation portion of the process.



Determine if you can ship your commodity

Many countries have restrictions regarding what material may be shipped across their borders, as well as what services may be used to ship the material. Contact **American Lamprecht** for those restrictions.

Also, double-check the Denied Parties list to ensure you are not prohibited from sending a shipment to your recipient.



Choose your shipping option

Explore this list of flexible shipping options to find the ideal service for your schedule and budget needs. Shipments less than 150 lbs. are classified as packages and shipments weighing 150 lbs. or more are classified as freight. Keep in mind that your service choice may affect which international documents you'll need.



Gather some important info

Before you begin completing your paperwork, make sure you have the information listed below. It will save you valuable time.

Confirm your material's value.

The accurate and consistent material value not only impacts the duties and taxes, but also is required on many customs documents.

Find your commodity's code in the Harmonized System (HS).

You can find the HS code by going to this website:
www.census.gov/foreign-trade/schedules/b/index.html

Estimate your duties and taxes.

The country of manufacture of the material will influence the duty assessment.



Complete your documents

- Proforma Invoice
- Commercial Invoice
- Packing List
- Certificates of Origin
- Shipper's Letter of Instruction
- Bills of Lading
- Dangerous Goods Forms



Clear customs

Getting a shipment through customs in any country can seem complicated, but if you stick to the following list, you can minimize delays and maximize efficiency.

Most effective options:

- Declare the accurate value of your item, even if it's being provided to the recipient at no charge. The value will be used to assess duties and taxes.
- Make sure to have arrangements, and allow adequate time for your forwarder/customs broker to file ISF prior to vessel sailing to expedite customs clearance procedure and avoid potential issues/fines for late ISF filing.
- Keep multiple-piece shipments together, and label each piece of the shipment individually.
- Correctly complete all necessary documents. Keep your answers specific, accurate, and free of spelling errors.
- Make sure information is consistent across all documents.
- List each commodity separately, and provide a detailed, accurate description of each one, including what it's made of and how it will be used.
- Legibly print the commodity's country of origin/manufacture to indicate where your commodity was manufactured, grown, or produced.
- If you're using your own broker, please include their complete contact information.
- Provide phone number or fax information for both the sender and the consignee.



Let us help

Don't hesitate to ask us. You can also get answers quickly by calling: **1-516-239-0780**.



Shipping Timeline

MARCH

- Receive dates and information from IMTS Show
- Contact **American Lamprecht** and discuss shipping options

MAY

- Determine product display and booth design

JUNE

- Confirm shipping details with **American Lamprecht**

JULY

- Advance shipments to **American Lamprecht's** warehouse in Duncan, SC and Chicago, IL
- Free warehousing for 30 days (based on availability)

AUGUST

- Direct shipments to IMTS

SEPTEMBER

- Delivery to show
- IMTS show
- Post-show shipping arranged by **American Lamprecht**

american lamprecht

Est. 1968

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