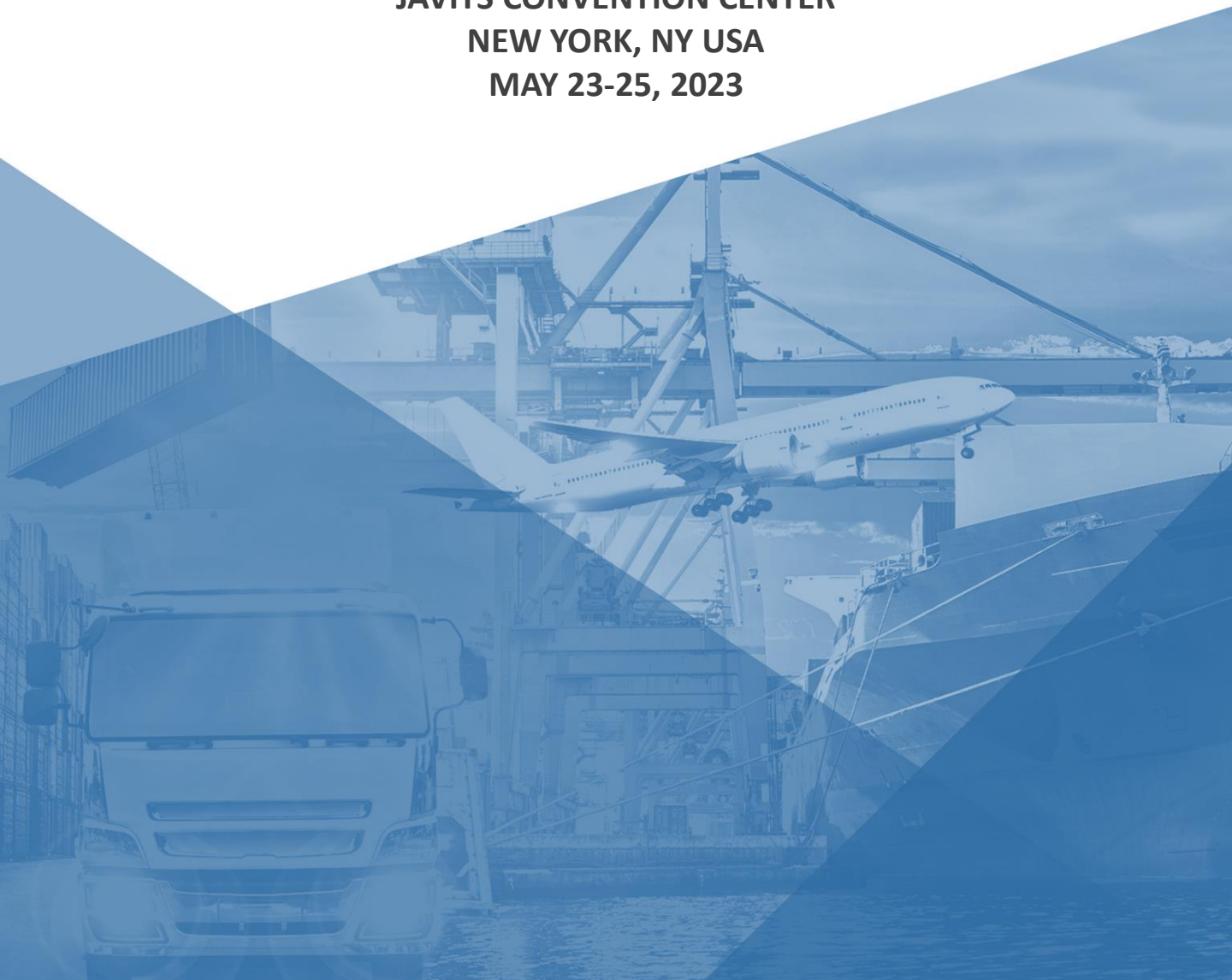


# DSV

## INTERNATIONAL SHIPPING INSTRUCTIONS

# lightfair®

JAVITS CONVENTION CENTER  
NEW YORK, NY USA  
MAY 23-25, 2023



**DSV Fairs & Exhibitions** has been appointed by show management as the **Official International Freight Forwarder and Customs Broker for LightFair 2023**.

It's time to plan your shipping, so let our exposition freight experts assist you with all of your international transportation needs, including:

- Shipping of international exhibits to the show
- Customs clearance procedures
- Delivering your cargo to the appointed site handling contractor
- Re-exporting your freight at the conclusion of the show.

Please **[CLICK HERE](#)** to request a quotation for our services.



**DSV Fairs & Exhibitions, Solutions USA**  
[www.dsv.com](http://www.dsv.com)

Contact: Marius Ghitescu  
E-mail: [marius.ghitescu@dsv.com](mailto:marius.ghitescu@dsv.com)  
Direct: + 1 786 577 6757  
Mobile: + 1 770 633 6670

LCL OCEAN  
INTO NEW  
YORK  
TERMINAL



Freight for **advance warehouse delivery** should arrive by **April 21<sup>st</sup>**



Freight for **direct to show delivery** should arrive **21 days** before assigned target move-in date

FCL OCEAN  
INTO NEW  
JERSEY  
PORT



Freight for **advance warehouse delivery** should arrive by **April 24<sup>th</sup>**



Freight for **direct to show delivery** should arrive **14 days** before assigned target move-in date

AIR  
FREIGHT  
INTO  
NEW YORK  
(JFK)



Freight for **advance warehouse delivery** should arrive by **May 1<sup>st</sup>**



Freight for **direct to show delivery** should arrive **10 days** before assigned target move-in date

- Jacob K. Javits Convention Center
- 655 W. 34<sup>th</sup> Street
- New York, NY 10001 USA

## Consignee



- *“Exhibitor Name”* / Booth No. \_\_\_\_\_
- LightFair 2023
- c/o DSV Fairs & Exhibitions
- E-mail: [colin.may@dsv.com](mailto:colin.may@dsv.com)
- Office: + 1 786 577 6750

## Notify



- *“Exhibiting Company Name”*
- c/o LightFair 2023
- Booth No. \_\_\_\_\_
- Javits Convention Center
- New York, NY USA
- Made in (country of origin)

## Marks



To find a local *DSV Fairs & Exhibitions* agent office in your country please [CLICK HERE](#)

If you only require services from arrival USA, then [CONTACT US](#) prior to shipping for handling and coordination

Please [CLICK HERE](#) for blank shipping documents and instructions (ex - pre alert, ISF form, commercial invoice & packing list, Customs POA and other gov't agency forms)

NOTIFICATION - Notify *DSV Fairs & Exhibitions* with the details of your shipment before it departs the origin country

INSURANCE – Take out adequate insurance to cover the value of your exhibit to and from the show

CLICK BLUE TABS BELOW TO OPEN DOCUMENTS

Pre Alert Requirements  
for Air Freight

Pre Alert Requirements  
for Sea Freight

Pre Alert Form

ISF Guidelines and Notes  
for Consolidated Containers

ISF Worksheet

Commercial Invoice  
& Packing List Form

Customs POA Form

POA Non-Resident Form

Customs Form 5106

Re-export FPPI - Power of  
Attorney for Foreign  
Principle Party in Interest

Textile Declaration Form

Textile Manufacturer Form

Toxic Substances  
Control Act Form (TSCA)

Lacey Act Form

- Pre Alert requirement documents are basic guides for which documents are required for air and ocean shipments, and details on specific items that require additional documentation.
- Pre Alert form is your instructions page to us on how to handle the shipment.
- ISF guidelines are notes on what is required to complete an Importer Security Filing for your ocean shipment along with the blank ISF form.
- Commercial Invoice and Packing List (CIPL)
- Contact DSV Fairs & Exhibitions for the correct Customs POA Form, Non-Resident Form and Form 5106 for your shipment.
- Re-export FPPI Power of Attorney is required for ALL shipments that are being re-exported after the show / exhibition.
- Textile Declaration form and manufacturer form are both required for any shipment that contains any textile items.
- TSCA form is required for any shipment that contains a chemical. The TSCA form is required for all shipments that contain pens.
- Lacey Act form is required for any product that is made of wood.

DSV Fairs & Exhibitions is ready to make your international shipping needs easy. Contact DSV Fairs & Exhibitions USA today to get started!

**Show Project Manager: Marius Ghitescu**

**Email: [marius.ghitescu@dsv.com](mailto:marius.ghitescu@dsv.com)**

**Direct: + 1 786 577 6757**

**Mobile: + 1 770 633 6670**

**DSV Fairs & Exhibitions, Solutions USA**

1100 Tamiami Trail South, Suite B

Venice, FL 34285 USA

[www.dsv.com](http://www.dsv.com)

Office: + 1 786 577 6750

Toll Free: + 1 866 298 3422

Colin May, Director - Fairs & Exhibitions, Solutions

Direct: + 1 786 577 6751

Mobile: + 1 404 822 5440

Please **[CLICK HERE](#)** to request a quotation for our services.



DSV Fairs & Exhibitions has an agent office in most countries. If you do not see your country listed below, then please contact DSV F&E USA, so that we can provide local contact info.

**Austria**

AMB Logistics GmbH  
Messeplatz 1  
Graz 8010  
Austria  
Contact: Patrick Görgl  
Tel: + 43 316 8088 150  
Fax: + 43 316 8088 159  
Email: patrick.goergl@amb-logistics.at

**Belgium**

Schenker Fairs & Exhibitions  
Vliegveld 756  
1820 Steenokkerzeel  
Belgium  
Contact: Selma Demir  
Tel: + 32 2 716 37 86  
Fax: + 32 2 716 38 55  
Email: selma.demir@dbschenker.com

**Brazil**

Fink Mobility  
Estrada dos Bandeirantes, 2856  
Jacarepagua, Rio de Janeiro  
RJ 22775-110 Brazil  
Contact: Renata Vinhas  
Tel: + 55 21-3410-9737  
Mobile: +55 21 98236 0130  
Email: rvinhas@fink.com.br

**Canada**

EAS Exhibition Services  
1400 Bayly Street  
Office Mall 2, Ste 4  
Pickering, Ontario  
L1W 3R2 Canada  
Contact: Paula Collaco  
Tel: + 1 647 203 8520  
Email: paulacollaco@rogers.com

**China**

DSV Fairs & Events, Solutions  
Rm 2307-2308, 23F  
One Indigo  
20 Jiuxianqiao Road  
Chaoyang District  
Beijing 10016  
P.R. China  
Contact: Roaddy Lu  
Tel: + 86 10 8540 7288 / 7299  
Mobile: + 86 13 91029 8808  
Email: roaddy.lu@dsv.com

**Denmark**

DSV Solutions A/S  
Fairs & Events  
Center Boulevard 5  
2300 Copenhagen S  
Denmark  
Contact: Lars Skovhoej  
Tel: +45 43203859  
Email: expo@dk.dsv.com

**Finland**

Suomen Messulogistiikka Oy  
Sinimäentie 6  
02630 Espoo  
Finland  
Contact: David Palomo  
Tel: + 358 50 4307 082  
Fax: + 358 10 309 6611  
Email: David.Palomo@SMLog.fi

**France**

E.S.I.  
2 Rue du Meunier  
Zac du Moulin  
95700  
Roissy en France  
France  
Contact: Rachid Bensaber  
Tel: + 33 1 30 11 93 43  
Fax: + 33 7 88 63 82 46  
Email: bensaber.rachid@group-esi.com

**Germany**

DSV Fairs & Events, Solutions  
Reisholzer Bahnstrasse 41  
40599 Duesseldorf  
Germany  
Contact: Christian Rasche  
Tel: + 49 211 9952 0  
Mobile: + 49 171 9793 078  
Email: christian.rasche@dsv.com

**Hong Kong**

DSV – Agility Fairs & Exhibitions  
13001-11W, 103-04S&106-7S, 13/F  
ATL Logistics Centre B  
Berth 3  
Kwai Chung Container Terminal NT  
Hong Kong  
Contact: Sunny Ling  
Tel: + 852-2211 8205 / 8852 8205  
Mobile: + 852 9622 3280  
Email: sunny.ling@dsv.com

**India**

PS Bedi Group  
D-14/1 & 14/2  
Okhla Industrial Area  
Phase – I, New Delhi  
110 020  
India  
Contact: Rajan Rawat  
Tel: + 91 11 4605 5200  
Mobile: +91 9971889881  
Email: outboundexh@psbedi.com

**Ireland**

Interflow Logistics Ltd.  
Suite 304  
The Crescent Building  
Northwood Business Park  
Santry, Dublin 9 Ireland  
Contact: Niall Thompson  
Tel: + 353 16 853 845  
Fax: + 353 64 662 0558  
Email: niall@interflow.ie

**Italy**

DSV - Agility Fairs & Events  
Strada Vecchia Paultlese 5/A  
Pantigliate, Milan 20090  
Italy  
Contact: Marco Simone  
Tel: + 39 02 269 05324  
Fax: + 39 02 269 05208  
Email: marco.simone@dsv.com

**Japan**

DSV Solutions Co., Ltd.  
Toranomom Hills Business Tower  
15F, 1-17-1 Toranomom  
Minato-ku, Tokyo, 105-6415  
Japan  
Contact: Tokiko Inaba  
Tel +81 3 6807 3986  
Fax +81 3 6807 5893  
Email: JP.FE@dsv.com

**Korea**

DSV Fairs & Events, Solutions  
Magok Central Tower 1 Cha, 227  
Gonghang-daero  
Gangseo-gu, Seoul, 07802  
Korea  
Contact: Chris Lim  
Tel: + 82 2 2192 7420  
Mobile: +82 10 2800 1834  
Email: chris.lim@dsv.com



**Malaysia**

DSV Fairs & Events, Solutions  
No 2, Block B, Jalan Bumbung  
U8/90, Seksyen U8  
Perindustrian Bukit Jelutong  
40150 Shah Alam  
Selangor Darul Eshan  
Malaysia  
Contact: Irene Leow  
Tel: + 60 3 7841 8860  
Mobile: + 60 1 2297 7377  
Email: geok.leow@dsv.com

**Netherlands**

Fairexx BV  
De Trompet 2650  
1967 DB Heemskerk  
Netherlands  
Contact: Paul van Zijl  
Tel: + 31 251 2500 60  
Fax: + 31 251 2500 65  
Email: paul.van-zijl@fairexx.nl

**New Zealand**

DSV Air & Sea Ltd.  
19 Landing Drive  
Auckland Airport  
2022 Auckland  
New Zealand  
Contact: Shane van Heerden  
Tel: + 64 9 941 3582  
Mobile: + 64 274 777 336  
Email: shane.vanheerden@  
nz.dsv.com

**Portugal**

DSV Transitários, Lda  
Rua Abade Correia da Serra, 112  
Senhora da Hora  
4460-208, Portugal  
Contact: Sílvia Eloi  
Tel: + 351 266 088 642  
Mobile: + 351 916 141 569  
Email: silvia.eloi@dsv.com

**Poland**

Universal Express Sp. z o.o.  
ul. Ruchliwa 15  
02-182, Warsaw  
Poland  
Contact: Anna Slawek  
Tel: + 48 22 100 28 90  
Mobile: + 48 691 060 358  
Email: anna.slawek@uex.pl

**Singapore**

DSV Solutions Pte Ltd  
No.5 Changi North Way  
5<sup>th</sup> Floor, 498771  
Singapore  
Contacts: Neo Kim Wah, Andy  
Tel: + 65 6500 5604  
Mobile: + 65 9688 9156  
Email: kim.wah.neo@dsv.com

**Spain**

DSV Fairs & Events, Solutions  
Pol. Ind. Riera del Molí  
Les Licorelles, Calle A num. 1  
08750 Molins de Rei  
Barcelona  
Spain  
Contact: Belina Flores  
Tel: + 930 260 838  
Mobile: + 34 34 686 902 300  
Email: belina.flores.sierra@dsv.com

**Sweden**

On-Site Exhibitions AB  
Norra Gubberogatan 30  
S-416 63 Gothenburg  
Sweden  
Contact: Lena Widman  
Tel: + 46 31 707 3070  
Fax: + 46 31 707 3075  
Email: lena@onsitegroup.se

**Switzerland**

BTG Suisse AG  
Salinenstrasse 61  
4133 Pratteln  
Switzerland  
Contact: Dominique Geiser  
Tel : + 41 61 487 87 02  
Fax : + 41 61 487 87 09  
Email: Dominique.Geiser@  
btg-suisse.ch

**Taiwan**

DSV – TransLink Fairs & Events  
Room 5-2, 5<sup>th</sup> Floor  
No. 99, Chung Shan N. Rd  
Sec 2.  
Taipei 104-48  
Taiwan R.O.C.  
Contact: Frances Lin  
Tel: + 886 2 2581 1133  
Fax: + 886 2 2523 9449  
Email: Frances@trans-link.com.tw

**Thailand**

DSV Fairs & Events, Solutions  
136 Romkiao Road  
Klongsampravej, Ladkrabang  
Bangkok 10520, Thailand  
Contact: Jakrawut Wichitpornchai  
Tel: + 66 2 326 3456 x2331  
Mobile: + 66 86 326 0930  
Email: jakrawut.wichitpornchai@  
dsv.com

**Turkey**

DSV - Agility Fairs & Events  
Rüzgarlıbahçe mah.  
Cumhuriyet Cad. Acarlar Is  
Merkezi F Blok K:2 D:8 Beykoz  
Istanbul, Turkey  
Contact: Tandogan Ozman  
Tel: + 90 216 680 16 00  
Fax: + 90 216 680 00 45  
Email: tandogan.ozman@dsv.com

**United Arab Emirates**

DSV Fairs & Events, Solutions  
Level 15, Office No. 07-08  
Sheikh Rashid Tower  
Dubai World Trade Centre  
P.O.Box 36683  
Dubai, UAE  
Contact: Nilofer Sayeed  
Tel: + 971 4 813 1487 / 813 1210  
Mobile: + 971 56 6833914  
Email: nilofer.sayeed@dsv.com

**United Kingdom**

DSV Fairs & Events, Solutions  
One Western Gateway  
Royal Victoria Dock  
London E16 1XL, United Kingdom  
Contact: Garcia Newell  
Tel: + 44 207 069 5321  
Mobile: + 44 7760 165828  
Email: garcia.newell@dsv.com

**Vietnam**

DSV - Panalpina Co. Ltd  
3/F Republic Plaza,  
18E Cong Hoa Street, Ward 4  
Tan Binh District,  
Ho Chi Minh City, Vietnam  
Contact: Nguyen Thi Bong  
Tel: + 84 2839487800  
Mobile: 84 906690580  
Email: bong.thi.nguyen@dsv.com