

**BULLETIN # 4:**

- Shipping Instructions and Deadlines
- Completing Your Customs Statement
- Do's & Don'ts

**TO:** 2009 ACS Frankfurt Book Fair Participants

**FROM:** Janet Frtisch [janet@americollectivestand.com](mailto:janet@americollectivestand.com)  
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**Ship all materials to arrive no later than AUGUST 7, 2009**

If you cannot meet this deadline, please call us instructions. If you miss the boat, we will once again have our FEDEX plan in place to ship your materials to Frankfurt, 2-3 weeks before the show opens. The FEDEX Plan will be covered in a separate Bulletin after the shipment has left. The FEDEX plan is **NOT** covered in your all-inclusive cost.

**SHIPPING INSTRUCTIONS**

We urge you to use **NEW** cartons and appropriate "stuffing" to prevent cartons from collapsing when they are stacked on pallets. Also, try not to exceed 50 lbs. per carton. **SEND and MARK** all shipments to the following address:

American Collective Stand  
277 White Street  
Buchanan, NY 10511  
For: *Your Company Name*  
Frankfurt Book Fair 2009

Carton of Cartons

1. Indicate weight on each carton.
2. **Do not include your stand number.** We will apply your stand number on our own labels that will be attached to each carton when we organize the pallets just prior to the ocean shipment.

**Instructions for completing Customs Statement:** On your own letterhead, include the following statement:

We have sent you # \_\_\_\_ Cartons or crates of materials to be displayed at the Frankfurt Buchmesse 2009 as part of the American Collective Stand. The cartons contain promotional materials and catalogs distributed at “no-charge”, as well as sample copies, dummies and one of kind books for exhibition purposes only. We understand that the American Collective Stand must account for books going in and out of Germany on a Temporary Import Declaration.

We are attaching a LIST OF TITLES, QUANTITY, AND U.S. LIST PRICES of books displayed.

**DO'S & DON'TS**

1. **Do not** use “Commercial Invoices”. Instead, mail or FAX your Customs Statement (on Company letterhead) directly to:

**Jon Malinowski**  
**FAX #: 914-739-7575**

2. **Do not** include copies of your Customs Statement inside your boxes or attach them to the outside your boxes.
3. **Do not** send marked catalogs or computer printouts. Keep it simple. Prepare a list that includes only titles, quantities and list prices.

When you arrive at the Fair, you will find that all cartons have been opened by our staff and placed on shelves in your stand.

If you have cartons that you prefer to open yourself, simply mark the cartons with **“DO NOT OPEN”**.

If you have shipments originating in another country, please call us for instructions.

American Collective Stand® ■ 277 White Street ■ Buchanan ■ New York ■ 10511  
Tel: 914-739-7500 ■ toll-free: 800-462-7687 ■ fax: 914-739-7575  
Michigan Office: 1295 King George Blvd. ■ Ann Arbor, MI ■ 48108  
Tel: 734-677-0955 ■ fax: 734-973-1227