

IFAM International Folk Art Market

SHIPPING AND LABELING INSTRUCTIONS

International Shipping Instructions

We recommend shipping all goods via **AIR SERVICE**: UPS, FEDEX or DHL. These carriers ship door to door (to our warehouse address in Santa Fe) and take charge of clearing Customs. If you are not able to ship by these methods, please contact Nadia Hamid as soon as possible at: nadia@folkartmarket.org to work out other arrangements.

All goods must be shipped from your country no later than May 15, 2022. The pandemic has increased pressure on global shipping, so we urge you to plan ahead. The International Folk Art Market (IFAM) also requires documentation of your shipment plan by **May 15, 2022**. If we do not receive your document by this deadline, you may lose your place at the 2022 International Folk Art Market. Any exceptions to the shipping deadline will be reviewed on a case by case basis.

If you have offices, affiliates or representatives in the U.S., you may ship your goods directly to your U.S. contacts. Once the shipment has cleared Customs, it may be forwarded to the IFAM Warehouse for holding in Santa Fe and delivery to your booth at the Market site.

You are responsible for paying all shipping and/or customs and duty fees. Your shipping must be prepaid. If additional charges, such as customs charges, are paid by IFAM, they will be deducted from your sales during Financial Reconciliation/Payout. If these bills have not been received prior to the Market, IFAM may withhold up to \$2,500 from your sales to cover these costs. Once all additional charges are fully resolved, IFAM will send you any remaining funds (less bank-related costs).

IFAM assumes no responsibility for any products refused entry to the United States, or confiscated by the U.S. Food and Drug Administration or any other U.S. government agency.

IFAM maintains a warehouse facility to store goods free of charge. While every effort is made to ensure proper receipt, storage, and delivery of goods to the IFAM warehouse and the Market site, IFAM does not assume liability for any damages or loss of goods.

IFAM WAREHOUSE CONTACT INFORMATION

Final Shipping Destination:

**LEVEL LLC
(International Folk Art Market Warehouse)
1591 PACHECO STREET, UNIT 1N
SANTA FE, NM
87505 USA
Phone: 505-365-2677 and 505-992-7600
Email: nadia@folkartmarket.org**

*** If you are shipping heavy items you may need to ship through our broker. Please email: nadia@folkartmarket.org for further instructions.

*** Lift gate is required for delivery of palletized shipments to the warehouse.

*** If you are shipping CERAMICS please see additional instructions for shipping ceramics.

Immediately after you have shipped your cartons, you must email Nadia Hamid:
nadia@folkartmarket.org

The following documentation should be included:

- Carrier you are shipping with (UPS, FedEx or DHL);
- Air Bill of Lading number (same as tracking number);
- Name(s) of the IFAM Santa Fe participant(s) whose merchandise is being shipped;
- Number of cartons you are shipping;
- Type of merchandise you are shipping;
- Estimated arrival date of your shipment in the U.S.;
- Copy of the complete Commercial Invoice; and
- Copy of the UPS, FedEx or DHL shipping documents.

Important: Keep a copy of every document you send with your shipment for your records.

LABEL, DOCUMENT AND SHIP CORRECTLY

Read and follow these steps carefully:

1. LABEL EVERY PIECE OF MERCHANDISE PRIOR TO SHIPPING TO THE U.S.
2. PREPARE THE COMMERCIAL INVOICE
3. PREPARE ADDITIONAL DOCUMENTS THAT MUST ACCOMPANY YOUR SHIPMENT
4. PACK YOUR CARTONS (use appropriate packing materials – some natural/organic packing materials, for example, straw or wood chips, may prevent clearance of goods by U.S. Customs)
NOTE: wood products, including packing-related materials, for example, wooden pallets or crates, require verification of fumigation (an official stamp like this-See Photo Below)



5. PREPARE AND ATTACH A PACKING LIST FOR EACH CARTON
Include the name(s) of the official IFAM Santa Fe Participant(s).

6. FOLLOW INSTRUCTIONS FOR LABELING YOUR CARTONS
7. ATTACH THE COMMERCIAL INVOICE AND OTHER REQUIRED DOCUMENTS TO ONE CARTON
8. INFORM IFAM THAT YOU HAVE SHIPPED

1) Label every piece of merchandise shipped to the U.S.:

U.S. Customs requires that each and every item shipped to the U.S. must be labeled and clearly show the words **“MADE IN [NAME OF COUNTRY WHERE YOUR PRODUCT WAS MADE]”**, for example **“MADE IN BRAZIL”** (for textiles, see *Special Labeling for Textiles and Products Made with Textiles* below).

You MUST be sure that ALL PRODUCTS are LABELED correctly BEFORE you ship them.

If each of your products are not completely and properly labeled as required by U.S. Customs, they will likely be returned to you. This could cost you thousands of U.S. dollars.

SPECIAL LABELING FOR TEXTILES AND PRODUCTS MADE WITH TEXTILES:

Each textile item, or item produced with textiles, must have a **sewn-in**, cloth label printed with the country of origin, the percentage of the fiber or fibers used, and the care instructions. For example: **“MADE IN MOZAMBIQUE 100% wool Dry Clean Only”** or **“MADE IN NEPAL 50% linen, 50% cotton Hand wash only”**.



2) Prepare the Commercial Invoice:

We provide a sample Commercial Invoice template that you can use.

Every item in your shipment must be listed **in English** on a Commercial Invoice for the shipment.

The Commercial Invoice must include:

- Name and size of each item type.
- The material from which each item type is made – for wood products this must include the scientific name – the genus and the species.
- The process used to make each item type.
- Quantity of units for each item type in the shipment.
- Wholesale price in U.S. dollars for a unit of an item type (***do not undervalue your items; the wholesale price is 50% of the retail price you want to sell your items for at IFAM; for example, if you want to sell a type of rug for US\$100 at IFAM, your wholesale price for that type of rug would be US\$50.***)
- Total value in U.S. dollars of the units - for each type of item - in the shipment (quantity x unit price).

AN EXAMPLE OF A COMMERCIAL INVOICE:

Description of Product	Size	Material	Process	Quantity	Price per Unit	Total Value (US\$)
box	8" x 5"	Wood (Quercus alnifolia)	Hand carved	40	\$12.00	\$ 480.00
Mask	5"	Ceramic	Hand thrown	100	\$24.00	\$2,400.00
Scarf	20" x 48"	50% silk, 50% wool	Hand knitted	80	\$20.00	\$1,600.00
Bag	9" x 8"	Wool with leather	Hand woven	50	\$15.00	\$ 750.00

Important: Keep a copy of the Commercial Invoice for your records.

3) Prepare additional documents that must accompany your shipment:

Check with the carrier (UPS, FedEx or DHL) to confirm exactly how many copies of your Commercial Invoice and which additional documents (listed below) you will need to include. The original documents must be included in the envelope containing your Commercial Invoice and attached to the outside of one of your shipping cartons.

Your carrier may require that you prepare and include:

- An original Air Bill of Lading
- **Certificate of Origin** – Note that the certificate of origin is REQUIRED in order for you to qualify for any relevant free trade agreements.
- And/or other documentation, as required by your government or carrier, applicable to the products you are shipping (for example, "Certificate of Fumigation" for wood, Export License, Inspection Certificate, etc.).
- If your shipment qualifies for a reduced tariff or customs rate, you may be required to fill out extra paperwork. Please check with your carrier or email Nadia Hamid: nadia@folkartmarket.org with questions.

4) Pack your cartons thoroughly to prevent damage:

Pack breakable items carefully and separately from each other within each carton. Be sure to use sufficient and appropriate packing materials – some natural/organic packing materials, for example, straw or wood chips, will PREVENT clearance of goods by U.S. Customs. Please do NOT use natural/organic packing materials. When selecting packing materials, be careful NOT to use materials, such as newspaper or tissue paper, that break down during shipping. After a carton is packed, the packed items inside should not be able to shift around if the carton is shaken. The cartons will receive rough treatment during shipping!

For breakable items, new 3-ply cardboard cartons are highly recommended. For breakable items, smaller cartons are better than larger cartons because these items can be packed more compactly in smaller cartons. This will help prevent the breakable items from moving around within the cartons and causing breakage.

5) Prepare and attach a Packing List for each carton:

List all the contents of each carton *in English* on a Packing List. This list should include: the item types and how many units of each item type are in the carton. The Packing List must also include the name(s) of the IFAM participant(s) whose merchandise is being shipped.

Put each **Packing List** in its own envelope. Label each envelope, "Packing List." Attach each properly labeled envelope onto the outside of the carton that contains the merchandise listed on that Packing

List.

Every carton must have a Packing List envelope attached to the outside. If you have 5 cartons, you will have 5 Packing Lists, each in an envelope, each envelope attached to a carton. Number the packing lists, envelopes and cartons (for example, "1 of 5", "2 of 5", "3 of 5", "4 of 5", "5 of 5", etc.) so that the warehouse knows how many boxes total your entire shipment, and to prevent packages from getting lost.

Important: packing list #1 is placed inside envelope #1 and attached to carton #1; packing list #2 is placed inside envelope #2 and attached to carton #2; and so on.

6) Instructions for labeling cartons containing unglazed ceramics:

THIS STEP IS ONLY FOR THOSE PARTICIPANTS SHIPPING UNGLAZED CERAMICS.

U.S. law requires that each carton containing unglazed ceramics must be clearly labeled with the following words:

"UNGLAZED CERAMICS -- NOT FOR FOOD USE".

Every carton containing unglazed ceramics must be labeled this way.

7) Attach the Commercial Invoice and other required documents to one carton:

Important: Keep copies of all documents for your records.

Do not enclose the original Commercial Invoice, or any other original, required documents, in your cartons. The original Commercial Invoice and any other original, required documents must be attached to the outside of one carton only so that U.S. Customs officials can check them before opening the cartons. Your carrier will advise you regarding documents required.

Use a strong envelope, large enough to contain all the required documents. Seal the envelope well. List the contents on the outside of the envelope (for example, Commercial Invoice, Certificate of Origin, etc.).

Use wide packing tape to secure the following to the carton(s): the envelope that contains required documents; and the envelope(s) containing the Packing List(s). One carton will have two envelopes attached: one envelope that contains required documents; and another envelope containing the Packing List for the carton's contents.

8) Inform IFAM that you have shipped:

Please email the following items below to nadia@folkartmarket.org :

We need a copy of the following forms:

- Completed Commercial Invoice
- # of boxes shipped
- Packing list for each box
- Copy of Air Bill of lading

Confirmation that you have shipped must be received by **May 20, 2022**.

Email: nadia@folkartmarket.org

Commercial Invoice Instructions

Please download the commercial invoice template from our website.

Fill it out per the following instructions:

- Every item in your shipment must be listed in English on a Commercial Invoice for the shipment.

- The Commercial Invoice must include:
 - Name and size of each item type;
 - The material from which each item type is made – for wood products this must include the scientific name – the genus and the species;
 - The process used to make each item type;
 - Quantity of units for each item type in the shipment;
 - Wholesale price in U.S. dollars for a unit of an item type (do not undervalue your items; the wholesale price is 50% of the retail price you want to sell your items for at IFAM | Santa Fe; for example, if you want to sell a type of rug for US\$100 at IFAM | Santa Fe, your wholesale price for that type of rug would be US\$50); and
 - Total value in U.S. dollars of the units - for each type of item - in the shipment (quantity multiplied by unit price).

AN EXAMPLE OF A COMMERCIAL INVOICE:

Description of Product	Size	Material	Process	Quantity	Price per Unit	Total Value (US\$)
box	8" x 5"	Wood (Quercus alnifolia)	Hand carved	40	\$12.00	\$ 480.00
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Bag	9" x 8"	Wool with leather	Hand woven	50	\$15.00	\$ 750.00

Important: Keep a copy of the Commercial Invoice for your records

- If you are **shipping** - Please include 3 copies with your shipment and email one copy to: nadia@folkartmarket.org (Different authorities will take a copy as your shipment travels to Santa Fe)
- If you are **hand carrying** – Please bring a copy of the commercial invoice with you and email a copy to: nadia@folkartmarket.org
- If you have any questions regarding the commercial invoice or need further advice – please email: nadia@folkartmarket.org