



# a<sup>2</sup> international education fairs – Fall 2017

OCS Shipping: I) General Information II) Rates III) Instructions

## I) General Information:

OCS is pleased to be working with a<sup>2</sup> as the shipper of your materials to their Fall 2017 events. We will receive all your boxes here in our OCS NY/NJ hub, and deliver them to the designated venues overseas. You will only need to make one single domestic shipment of boxes to OCS, instead of separate international shipments to each individual destination city.

OCS will do all of your customs paperwork for you. Also, you will not have to pay any duties overseas or worry about customs clearance. We do this for you.

**ShipOCS.com Registration Key – OCSP6T3R1V8K**

## II) Rates:

### **Optional Pick-Up Service in \$USD (from your location in USA to OCS NY/NJ Hub):**

\$1.50/lb 1 – 100lbs +

*\*If you choose to use this option, please also fill out the pick up request form and fax(201-933-5821) or email (fairs@shipOCS.com) it with your Shipper's Information and Pre-Alert forms.*

### **International Service (from OCS NY/NJ hub to the designated fair city):**

<b>Kazakhstan, Pakistan, Azerbaijan</b>	<b>Per Box</b>	<b>plus</b>	<b>Per Pound</b>
<b>On-Time Charges</b> (Received at OCS by deadline):	\$39.35		\$6.85
<b>Express Charges</b> (Received at OCS after deadline)	\$48.25		\$8.60
<b>Turkey, Ukraine</b>	<b>Per Box</b>	<b>plus</b>	<b>Per Pound</b>
<b>On-Time Charges</b> (Received at OCS by deadline):	\$39.35		\$6.85
<b>Express Charges</b> (Received at OCS after deadline)	\$57.75		\$8.60
<b>Morocco</b>	<b>Per Box</b>	<b>plus</b>	<b>Per Pound</b>
<b>On-Time Charges</b> (Received at OCS by deadline):	\$57.75		\$8.00
<b>Express Charges</b> (Received at OCS after deadline)	\$57.75		\$10.16

- plus duty / tax (only if applied by local country of import)
- Note: OCS pays all duty / tax up front. You do NOT have to pay any charges overseas

\* OCS has specified a deadline for receipt of freight at our facility. This enables us to ship group materials together, in plenty of time, and also facilitates customs clearance. However, if you can not possibly make the deadline, we can still ship your materials through our expedited service (Express Charges above apply). Please let us know if you will be late. Thank you.

## III) Instructions:

- 1) Send the attached "**Shipper's Information Form**" to OCS by FAX# **201-933-5821** or EMAIL **fairs@shipOCS.com** as soon as possible. This will help us communicate with you during



the shipping process.

2) Ship your materials to OCS early to qualify for On-Time charges:

**Kazakhstan, Turkey, Azerbaijan:**

**Tuesday August 22nd**

**Morocco:**

**Tuesday October 3rd**

3) Address each box 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 FROM (your institution) block, the FAIR CITY\*\* block and the #BOXES per CITY ABOVE block.

\*\*For FAIR CITY, simply use one of the selections from the Shipper's Prealert Form.

Example: If "Your Institution" ships **2 boxes** to **Ankara**, both box labels should look like this:

From:	Fair Code: 3073
<u>Your Institution</u>	Fair Name: a2 Fall 2017
<u>Your Address 1</u>	FAIR CITY: <b>ALMATY</b>
<u>Your Address 2</u>	#BOXES per
<u>Your Address 3</u>	CITY ABOVE: <b>2 Boxes</b>

  

SHIP TO: <b>OCS America Inc.</b> <b>195 Anderson Ave.</b> <b>Moonachie, NJ 07074</b> <b>USA</b> <b>Tel: 877-222-2627</b>
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4) Once you are ready to ship, please fax (201-933-5821) or email (fairs@shipOCS.com) the attached "Shipper's Pre-alert Form" to OCS.

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

If you will be using OCS for the pick up at your location in the USA, please also fax (201-933-5821) or email (fairs@shipOCS.com) the **Pick-Up Request Form**.

***If you are interested in using our Fulfillment Services, please contact us for further instruction.***

For customs purposes, we may have to separate certain commodities like electronic media or textiles, etc. from printed material, and clear them separately through customs. We determine that based on local customs procedures and risk. We take care of that, but this could add a "Per-Box / Package" charge.

We will do everything possible to help you. Questions? Call us:  
**Tel. 201-460-2888 (toll-free 1-877-2222-OCS) or email fairs@shipOCS.com**



(OCS use only) FAIR CODE 3073 PARTICIPANT ID# \_\_\_\_\_ (OCS use only)

# a<sup>2</sup> international education fairs – Fall 2017 OCS ~ Shipper's Information Form

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

**FAX: 201-933-5821 or EMAIL: [fairs@shipOCS.com](mailto:fairs@shipOCS.com)**

**note: Also be sure to complete and fax the Shipper's Prealert Form**

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. 201-460-2888 or email: [fairs@shipOCS.com](mailto:fairs@shipOCS.com)



(OCS use only) FAIR CODE 3073 PARTICIPANT ID# \_\_\_\_\_ (OCS use only)

**a<sup>2</sup> international education fairs – Fall 2017**

**OCS ~ Shipper's Prealert Form**

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

**FAX: 201-933-5821 or EMAIL: [fairs@shipOCS.com](mailto:fairs@shipOCS.com)**

NOTE: Please see page 2 for deadlines.

**INSTITUTION NAME:** \_\_\_\_\_

Fair City	Fair Date	Total # Boxes or Packages	Total Value for Customs	List of non-printed matter materials (if any) attach extra page if you prefer
Almaty	Sept 26		\$	
Astana	Sept 29		\$	
Istanbul – Asia	Oct 12		\$	
Istanbul – Euro	Oct 14		\$	
Ankara	Oct 17		\$	
Izmir	Oct 19		\$	
Baku	Oct 21		\$	
Casablanca	Nov 25		\$	

Date of Shipment to OCS: \_\_\_\_\_

Via (Carrier): \_\_\_\_\_

Above Carrier Service Type (e.g. overnight, 2-day, Ground, etc) : \_\_\_\_\_

Questions? Tel. 201-460-2888

or email us [fairs@shipOCS.com](mailto:fairs@shipOCS.com)



(OCS use only) FAIR CODE 3073 PARTICIPANT ID# \_\_\_\_\_ (OCS use only)

## a<sup>2</sup> international education fairs – Fall 2017

# OCS ~ Pick Up Request Form

Please complete this form and send it to OCS when your materials are ready for a pick up.

**FAX: 201-933-5821 or EMAIL: [fairs@shipOCS.com](mailto:fairs@shipOCS.com)**

*Note: Please allow up to one business day for OCS to arrange the pick up.  
Pick Ups are arranged using Fed Ex Standard Overnight service. We will schedule the pick up for this service and email the waybills to be attached to the boxes to the email address listed below.*

INSTITUTION NAME:	
CONTACT NAME:	
TELEPHONE #:	
FAX #:	
EMAIL ADDRESS (REQUIRED):	
REQUESTED DATE & TIME OF PICK UP:	
PICK UP ADDRESS:	
<i>(BE SURE TO INCLUDE DEPT OR OFFICE)</i>	
CITY / STATE / ZIP:	
TOTAL # OF BOXES:	
WEIGHT OF EACH BOX:	
DECLARED VALUE (REQUIRED IF INSURANCE IS REQUESTED):	

Questions? Contact us:  
Tel. 201-460-2888 (toll-free 1-877-2222-OCS) or email [fairs@shipOCS.com](mailto:fairs@shipOCS.com)