

Overview - Imports

HUSA is a worldwide importer and seeks to follow international trade guidelines. Due to the complex routing and documentation procedures of Imports, HUSA encourages vendors to read and follow instructions thoroughly. Note shipping guidelines are generalized and may vary with each vendor, country of origin, or PO. Contact the HUSA Logistics team with any questions. We appreciate your cooperation in complying with the standards established for HUSA's Import program.

Review all sections in the Import section, as it thoroughly explains the documents required and when each must be forwarded to various designated parties.

10+2 Initiative

US Customs and Border Patrol will be implementing a new initiative called 10+2. US Customs will now require the following ten data elements to be sent electronically to them before the container is allowed to be loaded aboard a vessel. The information will be needed 24-48 hours before loading therefore our freight forwarder will need the information 5 days before the freight is available to pick up at your location or at the time of booking.

1. Manufacturer Name and Address: the last factory to 'finish' the goods
2. Seller Name and Address: last known entity by whom the goods are sold
3. Buyer Name and Address: last known entity by whom the goods are sold
4. Ship To Name and Address: name of first delivery
5. Container Stuffing Location Name and Address: physical location where the container was stuffed
6. Consolidator Name and Address: the party who arranged the stuffing
7. Importer of Record Number: HUSA IRS# 38-214722900
8. Consignee Number: who's account merchandise is shipped
9. Country of Origin: where the goods were made
10. Complete HTS number for each item

Steamship lines will be required to furnish these next two items:

1. Vessel Stow Plan: Customs will require this 48 hours after departure
2. Container Status Message

The vendor will be required to provide as much of this information as possible to the broker or booking agent and will be responsible for all associated booking fees.

General Conformity Certificate

In accordance with the new laws put forth by the Consumer Product Safety Improvement act of 2008 (CPSIA) a General Certificate of Compliance (GCC) will need to be provided with shipments of toys and children's items, and some other applicable products, that are manufactured after November 11, 2008. For HUSA, the certificate applies mostly to children's products that are primarily intended for use by children 14 years of age and under, but there are some other product categories that fall under the jurisdiction of the Consumer Product Safety Commission, such as wearing apparel and art materials.

The GCC is verification that an item has passed the required tests for the US market, which are currently done when you send production samples directly to the lab for testing. On the applicable

items, a PASS test report will need to have been received or verified, and the GCC completed, before shipping the item. The GCC needs to be submitted with the shipping documents and a copy must also be sent via email to the HUSA database at the email addresses listed at the bottom of the GCC document. The email certificate may be sent as soon as a "Pass" test report is received. HUSA can accept prior test reports as evidence of compliance as long as:

- 1) the materials, design, processes and factory are the same for the items sent to HUSA as the production sample(s) that were submitted for testing within the past year, and
- 2) the test report(s) contain all applicable tests. For example, toys were tested for phthalates, ASTM 963, and lead in surface & substrate.
- 3) test reports and GCC certificates must be sent to the following email addresses:
 - o HUSA testing reports: sp.husatestreports@amscan.com
 - o GCC Certificates: sp.gcc.ahiretail@amscan.com

HUSA receives international shipments through three methods of transport:

Free on Board (FOB) also known as Port of Origin (POO)

Vendors are responsible for delivery to HUSA's designated freight forwarder. HUSA is responsible for import freight costs and customs clearance and takes possession of goods upon Forwarder Cargo Receipt (FCR) issuance. This includes full container loads, less than container load (LCL), cargo, air, and ocean shipments. Vendor is to contact HUSA Logistics Import team for local forwarder/ocean carrier information. Any deviation from the policy will result in the reimbursement charges.

The Import team must approve air shipments where HUSA is responsible for all charges before the PO is shipped. No charges will be paid unless vendors seek approval from the Import team in advance. All approvals must be in writing or e-mail.

Delivered Duty Paid (DDP) Delivered to DC

Vendors are responsible for delivery to the HUSA Distribution Center door, including all freight costs, duties, and customs clearance under vendor's own importer of record number. HUSA takes possession of goods upon receipt at our DC locations.

Landed Duty Paid (LDP) also known as Port of Entry (POE)

Vendors are responsible for delivery to the port of entry and can include the terminal railhead located nearest to the HUSA DC destination. LDP includes all freight costs and customs clearance under the vendor's own importer of record number. HUSA takes possession of the goods after clearing customs.

The majority of import purchase orders will be sent through HUSA agents. It may be beneficial to employ the agents' services for accuracy and efficiency. However, the option is left up to each vendor and the vendor incurs all additional costs. Vendors will be responsible for providing Advanced Ship notices (ASN 856) if requested by HUSA.

Import Shipping/FOB

1. All terms are FOB vendor warehouse, FOB consolidator's warehouse or FOB Forwarder's warehouse. The HUSA Logistics Import team will nominate a forwarder/consolidator/ocean carrier for all shipments. Location will be listed on the PO. Instructions will be given once country of origin and port of loading is confirmed.
2. Any shipper not delivering cargo to the designated forwarder, or contacting the nominated ocean carrier, will be assigned a penalty and will be considered a DDP shipment.

3. All requests for changes to routing or terms for carriage must be sent to the HUSA Logistics Import Manager in writing at least **fifteen (15)** business days prior to the vendor ship date.
4. Factory loads are to be made through the HUSA designated freight forwarder or ocean carrier. Vendors must seal factory container loads using industry standard seals. All loads must not exceed the U.S. weight restrictions.
5. In the future, all factories will be required to be Customs-Trade Partners Against Terrorism (C-TPAT) certified.
6. Containers must meet Cubic Meter (CBM) minimum requirements. All LCL shipments require written approval from the HUSA Logistics team. Vendors are financially responsible for under-utilized containers based on minimum CBM requirements as listed below.

Container	Cubic Meter
20 (TEU)	28 CBM
40 (FEU)	58 CBM
40H (FEU)	65 CBM
45 (FEU)	68 CBM
48 (FEU)	72 CBM

7. Vendors must strictly adhere to freight forwarder cut-off times and check with the specified freight forwarder or carrier's office in advance if a "late gate" is needed. If cargo does not make the designated vessel's departure and is outside of the PO ship window, the Merchandise Manager may request a routing change from the Import team or cancel the PO. All additional freight costs and penalties will be at the vendor's expense. Penalties and reimbursements are defined in the Reimbursement and Waiver Policy.
8. All loads must ship from original country of origin.
9. We require that no more than 3 containers are shipped on a single Bill of Lading.

Failure to comply with marking requirements will result in a deduction of full expenses incurred by HUSA, or our third parties, to meet import requirements.

Cartons must be clearly marked with the following information:

- Country of Origin
- PO# and Delivery Address
- Model and SKU or Item Number
- Quantity
- Description
- Net Weight ____lbs/kgs
- Gross Weight ____lbs/kgs
- ____Cubic Feet

FOB Import Document Path

1. Vendors must place booking at least **ten (10)** business days prior to the required ship date with the HUSA designated Consolidator/Forwarder/Ocean carrier.

Note: Vendors must provide the following information to the designated freight forwarder at the time of booking; otherwise booking will not be released:

- Shipper's name
 - Shipper's full address
 - Consignee name
 - Detailed commodities description (no generic description)
 - Harmonized Tariff Number (HTS #) and category
 - Destination
 - Carton count, quantity in carton, weight, and measurement
 - Country of origin/Certificate of Origin
 - Final packing list
 - General Certificate of Conformity for Children's Products
 - Licensing Agreement Documents
 - Commercial Invoice
 - (SWPM) Solid Wood Packing Material Statement/Exporter Certificate
2. The Consolidator/Forwarder/Ocean carrier will issue an original Forward Cargo Receipt (FCR) and Express BOL in return for surrender of appropriate documents and cargo. The FCR will NOT be issued unless all required documents are presented.
 3. All original documents and a four-copy set must be surrendered to the consolidator/forwarder at the time the cargo is surrendered or no more than **three (3)** business days after cargo is tendered. Failure to comply will result in reimbursement charges as defined in the Reimbursement and Waiver Policy.
 4. All shipments will be given an express Bill of Lading unless previously authorized. Only when authorized by HUSA, will the consolidator/forwarder prepare an original Ocean Bill of Lading (OBL) or allow the OBL to be used as the negotiable instrument. Shippers will NOT be given an OBL by the consolidator unless authorized by HUSA's Logistics Import team.
 5. VISA documents may not be available at the time of booking due to some countries' export procedures. Proof must be furnished that the quota is available to the shipper at time of booking. However, a document verification certificate or a cargo receipt will NOT be issued until HUSA's Logistics Import team verifies the actual VISA documents. It is required that the VISA document be supplied prior to the shipment arriving at the first U.S. port of discharge, or costs for storage will be deducted from the shipper's remittance.

VISA and/or Special Documents Required For Specific Items

In addition to general procedures and documents, some products are subject to special import restrictions, permits, licenses, standards, and/or procedures. Please refer to page # 10 and 11 for a listing of categories that HUSA may be importing.

Bill of Lading

We require that no more than 3 containers are shipped on a single Bill of Lading.

Vendors are required to follow the instructions below regarding the proper information for the Bill of

Lading:

1. Port of Discharge
2. Place of Delivery
3. Commodity
4. Consignee:
Gags and Games, Inc. (Halloween USA)
35901 Veronica
Livonia, MI 48150
5. Notify Forwarder – C.H. Robinson Worldwide

Packing List

A packing list itemizes the goods in each individual package and indicates the type of package (carton, box, crate, drum, etc.) The packing list must show the following:

- Individual net, legal tare, and gross weights
- Total weight of all packages
- Measurements for each package
- Package markings with the shipper and item#
- Vessel voyage (if known)
- Port of entry (if known)
- Total quantity of packages
- General description of goods
- Code mark (destination location number)
- HUSA PO number
- Carton number (crate number)
- Container number
- SKU number, item number, and quantity of each
- HTS Number

The packing list is a critical item. The list is used by the shipper or forwarding agent to determine the total shipment weight, volume and overall cargo accuracy. Moreover, customs officials (US and foreign) may use the list to review the cargo. Inaccurate or missing information may result in reimbursement charges as defined in the Reimbursement and Waiver Policy.

Documentation Distribution

Vendor must mail a full set of original documents to Chad Pitkin at the following address:

Gags and Games, Inc. (Halloween USA)
35901 Veronica
Livonia, MI 48150
Email: cpitkin@halloweenusa.com

Also required is a full set of non-negotiable documents be emailed to our customs house broker.

Document Origination	Type of Document	To HUSA		To Vendor		To Forwarder / Consolidator / Ocean Carrier	
		# of originals	# of copies	# of originals	# of copies	# of originals	# of copies
Forwarder / Consolidator / Ocean Carrier	Express BOL	1	1		1		
	Forwarder Cargo Receipt (FCR)		1	3			
	Container Manifest		1				
	Commercial Invoice	1	1			2	1
	Packing & Weight List	1	1			2	1
	Export Permit	1	1			2	1
	Manufactures Labor Certificate	1	1			2	1
	Merchandise Testing Certificate	1	1			2	1
Vendor / Shipper Government Documents	Detailed Footwear Invoice/Wearing Apparel Invoice/Textile	1	1			2	1
	FCC Grant of Certification	1	1			2	1
	Country of Origin Certificate (Form A)	1	1			2	1
	VISA Export License	1	1			2	1
	Single/Multiple Country Declaration (if Applicable)	1	1			2	1
	No Wooden Pallet Statement	1	1			2	1

All documents must be submitted to HUSA for payment. All documents and document distribution must be received on time and accurately or reimbursement charges will apply as defined in the Reimbursement and Waiver Policy.

Delivered Duty Paid (DDP)

For a DDP shipment, Vendors are responsible for delivery to the HUSA DC door, including all freight costs, duties, and customs clearance under the Vendor's own importer of record number.

HUSA requires all DDP shipment to be routed as "Pre-Paid HUSA location". All freight, duty, and drayage should be prepaid and any demurrage is the responsibility of the Vendor.

All DDP shipments delivered to HUSA require a delivery appointment. Vendors must have a delivery appointment prior to delivery, (see routing instructions for making appointments with the DC's). It is



GAGS AND GAMES, INC. - 35901 Veronica, Livonia, Michigan 48150 P: 734-591-1717 F: 734-591-3822

the vendor's responsibility to calculate and manage all free days on all DDP containers. The designated drayage agent is up to the discretion of the vendor.

HUSA Distribution Center:

Gags and Games, Inc. (Halloween USA)
35901 Veronica
Livonia, MI 48150
Tel: 734.591.1717
Fax: 734.591.3822
Lisa Foster – DC GM Ext 5456
Alan Trudell – Logistics Ext 5467

Vendors are responsible for all containers, including the pick-up of empty containers whether a return delivery is made or not. Containers **MUST** be picked up within 24 hours of HUSA fax notification. If for some reason you cannot comply with these requirements, contact the HUSA Logistics team immediately to avoid reimbursement charges.

Landed Duty Paid Deliveries (LDP)

For an LDP shipment, Vendors are responsible for delivery to the port of entry determined by the HUSA Logistics Import team, including all freight costs and customs clearance under the vendor's own importer or record number. HUSA takes possession of the goods after they have cleared customs.

HUSA prefers DDP shipments to LDP shipments. If HUSA issues a LDP order, the vendor must:

- Notify HUSA's Import team at least **five (5)** business days prior to container arrival at the port of entry.

Vendors must contact HUSA's Logistics team to determine the port of entry. Vendors are responsible for any freight charges if HUSA port selection is not followed or failure to obtain approval of delivery port. Failure to comply may result in charge backs for demurrage, additional freight charges or other issues as defined in the Reimbursement and Waiver Policy section 8.

Contact information:

Logistics - Imports		
Ron Cronan	rcronan@halloweenusa.com	734-591-5458
Chad Pitkin	cpitkin@halloweenusa.com	734-591-5459
Scott Shapero	sshapero@halloweenusa.com	734-591-5461
Logistics		
Alan Trudell	atrudell@halloweenusa.com	Cell - 734-516-0442
Rick Grundner	rgrundner@halloweenusa.com	Cell - 734-502-7518
Lisa Foster	lfoster@halloweenusa.com	Cell - 734-891-6048

FOB Vendor Payment

The Director of Merchandise Procurement determines vendor pay terms and forwards all required payment request forms to HUSA's Director of Finance at least **sixty (60)** days from the ex-factory date.

Purchase Orders

If Ship Date as specified on the PO cannot be met, the following people must be notified immediately for approval:

PO Changes - Notification Contacts			
Name	Title	Email	Tel#
Ron Cronan	Director of Merchandise Procurement	rcronan@halloweenusa.com	734-591-5458
Chad Pitkin	Merchandise Manager	cpitkin@halloweenusa.com	734-591-5459
Scott Shapero	Merchandise Manager	sshapero@halloweenusa.com	734-591-5461

Import Documents**Commercial Invoice**

The Commercial Invoice must include the following:

- Detailed commodities description
- Harmonized Tariff Number (HTS#)
- Factory Address FOR EACH ITEM
- Master carton quantity, cost, and piece count
- Item number

Packing List

The packing list must include the following:

- Individual net, legal tare and gross weights
- Total weight of all packages
- HTS number for each item
- Measurements for each package
- Package markings with the shipper and item #
- Total quantity of packages

- General description of goods
- HUSA PO number
- SKU number, item number and quantity of each
- Item number

Master Carton

- Carton should always be made of durable, double-walled, shippable corrugate.
- For Masters weighing up to 20 lbs, the minimum requirements are 200 lbs per square inch (14.1 kgs per square cm) bursting test or 32 lbs per inch (5.7 kg per cm width) edge crush test.
- For Masters weighing over 20 lbs, the minimum requirements are 200 lbs per square inch (14.1 kgs per square cm) bursting test or 48 lbs per inch (8.6 kg per cm width) edge crush test.

Packaging

- Packaging is checked to make sure that inners per master, eaches per inner, and eaches per master are correct according to HUSA's specifications.

- Packaging is checked to make sure correct packaging is used for each product if required (example: bubble wrap, corrugated inserts, special packaging if required / necessary).
- No strapping is to be used on master cartons.
- No staples are to be used on master cartons.

Terms

1. The HUSA Logistics Import team will nominate a forwarder/consolidator/ocean carrier for all shipments.
2. Any shipper not delivering cargo to the designated forwarder will be assigned a penalty and will be considered a DDP shipment. Please refer to the Reimbursement and Waiver Policy Section in this manual.
3. All requests for changes to routing or terms for carriage must be sent to the HUSA Logistics Import Manager in writing at least **fifteen (15)** business days prior to the vendor ship date.
4. If cargo does not make the designated vessel's departure and is outside of the PO ship window, vendor must contact from list at beginning of this section "PO Changes – Contacts". Late shipments will be handled on an individual bases. All additional freight costs and penalties will be at the vendor's expense. Penalties and reimbursements are defined in the Reimbursement and Waiver Policy.
5. All loads must ship from original country of origin. Goods must be shipped to the port/address in the original quoted price to HUSA. Port changes must be approved by HUSA and all fees associated are the Vendor's responsibility. Goods must be delivered within an agreed-upon timeframe if port change is accepted.
6. Damaged merchandise will need to be repacked or replaced, at the vendor's time, labor, and expense.
7. Failure to comply with marking requirements will result in a deduction of full expense incurred by HUSA, or our third parties, to meet import requirements.
8. The freight forwarder checks all merchandise for accuracy, including labeling, case weight and pack and dimensions. If there are discrepancies, vendor will be charged.
9. **Failure to meet any of the above terms will result in charge-backs to the vendor.**

VISA and/or Special Documents Required For Specific Items.

In addition to general procedures and documents, some products are subject to special import restrictions, permits, licenses, standards, and/or procedures. To the best of our knowledge, below are the subject products HUSA may be importing:

Apparel or items containing textile

- Original VISA stamped document
- Manufacturer's Textile Declaration with authorized signature
- Denim Exclusion Statement for woven cotton garments on manufacturer's stationary with authorized signature
- Down detail statement-for items with down

Footwear

- Interim footwear invoice

Leather items, leather shoes, parts, and finished leather footwear

- Manufacturer's statement of "PCP" free declaration

Radio Items

- FCC Form 740

Eyeglasses and Sunglasses

- FDA 510K Form with Certificate of Impact Resistant test report
- Devise listing number

Items made of vegetable material; i.e., bamboo, straw, rattan, etc.

- Certificate of Fumigation

Shell Products

- U.S. Fish and Wildlife Service Permit

Chemical substances; i.e., resins, dyes, glues, ink, etc.

- TSCA certificate signed by manufacture's shippers stationary with authorized signature
- Lab report certifying TSCA standard has been met

Wood packing materials and other unmanufactured wood products; i.e. wood crates

- Shipments must certify that no solid wood packing material is present. The certifying statement, "THIS SHIPMENT CONTAINS NO SOLID WOOD PACKING MATERIAL", must be placed on company letterhead and Invoice and/or Bill of Lading.

Bamboo products, treated decorative wood items, wood turning planks, etc.

- Fumigation Certificate or Phytosanitary Certificate

Water resistant items

- AATCC certificate

Electric items with plugs

- UL certificate

Foam certificate

- Registration number and certificate of new foam

Product Invoicing

Invoices are to be submitted to the address below. Product must be invoiced one PO# per invoice. Invoice is to be submitted in Master cases with the master case cost:

Gags and Games, Inc. (Halloween USA)
35901 Veronica
Livonia, MI 48150
Attn: Accounts Payable