



**Customs and Freight Guide**  
For  
**2010 Alltech FEI World Equestrian Games**

**January, 2010**

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## **Preface**

This manual is the guideline for 2010 Games Family members, ([Annex 1](#)) and Trade Show Exhibitors that will be transporting goods into and out of the United States for the 2010 Alltech FEI World Equestrian Games™ (“Games”). We recommend that all 2010 members and Trade Show Exhibitors (Participants) understand and follow the procedures described in this guide. We hope that you will find the guide useful and informative; it includes details for international transportation, formalities on Customs clearance and other Government Agencies, Equine Transportation & Quarantine, Trade Show and Supplier merchandise.

The World Equestrian Games 2010 Foundation (WEG), recognizes the importance of the effective and efficient transportation and delivery of horses and freight to and from the United States for the 2010 Alltech FEI World Equestrian Games and has therefore set up special regulations and procedures for the temporary import of Games materials, as well as setting up an experienced team to help facilitate World Equestrian Games Family members shipments. The World Equestrian Games has assembled an experienced team of Logistics service providers to create a seamless integrated mix of resources to accommodate any of your Freight and Customs requirements.

Our logistics team of official providers includes:

### **CEVA Logistics**

CEVA was formed in August 2007 as a result of the merger of TNT Logistics and EGL Eagle Global Logistics. CEVA employs more than 50,000 people and runs a global network with facilities in more than 150 countries, with combined revenues of €6.3 billion. CEVA will provide Customs Brokerage, Freight Forwarding, and onsite Delivery Scheduling and Material Handling services at the World Equestrian Games venue.

### **Peden Bloodstock**

Peden Bloodstock is an international company engaged solely in the management, coordination, and provision of transportation services of horses throughout the world with offices in Germany and in the United Kingdom. The Peden name is undoubtedly the most respected in the transportation of horses having been in the business for over 125 years. Peden will manage the equine transport logistics, which includes coordinating the shipment of horses, their attendants, equipment and carriages to and from Lexington from all corners of the globe, and playing an intensive role in quarantine and bio-security management on the ground.

### **Bob Hubbard Horse Transportation**

Bob Hubbard Horse Transportation, Inc. is recognized nationwide for its tradition of superior horse transportation services spanning more than 30 years. Bob Hubbard maintains one of the industry's largest horse transportation fleets, with terminals in California, Florida, Washington and Kentucky. Bob Hubbard served as the official horse transportation provider for the XXIII Olympiad, as well as the Breeders' Cup and the Gold Cup. Bob Hubbard will provide ground transportation from the Cincinnati and New York quarantine facilities to the World Equestrian Games venue.

### **West Street Associates**

West Street Associates is recognized by international event Organizing Committees as experts in the field of event logistics planning and management. West Street principals have provided event logistics consulting and management to world class events such as the Summer & Winter Olympic Games, Pan American Games and FIFA World Cups for over 25 years. West Street is providing the management and coordination of all logistics service providers at the World Equestrian Games venue.

You are encouraged to use the services of our official providers, as they will have a detailed understanding of the 2010 Alltech FEI World Equestrian Games environment.

In this manual, you will find key dates and contacts, freight policies, shipping instructions, venue delivery procedures, as well as detailed customs clearance and inspection & quarantine

regulations and the Equine Transportation Guide. This manual also includes procedures for exempting Games related equipment and supplies from the requirement of a deposit on customs duties. Participants will also find all of the appointed entry points, venue storage policies and other important guidelines to the temporary importation of Games related equipment and supplies.

[Section 7](#) of this guide is an Equestrian Freight Manual with detailed procedures for the transportation of qualified Equine athletes and their equipment.

[Section 8](#) of this guide is a Trade Show Exhibitors Manual with detailed procedures for the shipment and delivery of Trade Show equipment and exhibits.

We recommend that you refer to the 2010 Games web site: [www.alltechfeigames.com](http://www.alltechfeigames.com) for the most current version of this manual as it will be updated as developments occur prior to the 2010 Alltech FEI World Equestrian Games. If you are unable to access the web-site, please contact the 2010 Games logistics team, a hard copy will be sent immediately after receipt of your request.

We hope that the 2010 Alltech FEI World Equestrian Games are a great experience for you. If you have any questions or problems with the transportation of your freight, please contact the 2010 Games logistics team, we are here to help you.

This is an electronic version of the 2010 Alltech FEI World Equestrian Games Customs and Freight Manual. Annexes and forms are attached electronically, to assess them please click on the provided link.

## Definitions

There are many different words and terms unique to both the 2010 Alltech FEI World Equestrian Games and the Freight business environments. For the purposes of this document the following words and terms as used herein shall have the following meanings.

- (a) “**Alltech**” is the title sponsor of the 2010 Alltech FEI World Equestrian Games.
- (b) “**Athletes**” means the Constituent Group of qualified athletes participating in the 2010 Alltech FEI World Equestrian Games.
- (c) “**Authorization Letter**” A letter from the Customer to the freight forwarder informing the forwarder of their intentions to ship goods and authorizing the forwarder to issue all of the appropriate shipping and customs declarations documents in the name of the customer.
- (d) “**Bill of Lading**” means a document that covers transport of goods by sea. Issued by the carrier to the consignor, it serves as a receipt for the goods, as evidence of the contract of transport and as a document of title to the goods. Bills of Lading are fully negotiable instruments. Transfer of the Bill of Lading transfers ownership of the goods from one party to another.
- (e) “**Carrier**” means an organization that transports persons or goods, typically according to defined routes and schedules. Airlines, railroads, bus lines, cruise ships and freight companies are public carriers.
- (f) “**Commercial Invoice**” is a bill for the goods from the seller to the buyer. Commercial invoices are utilized by customs officials to determine the value of the goods in order to assess customs duties and taxes.
- (g) “**Consignor**” is the person sending a shipment to be delivered whether by land, sea or air. Some carriers, such as national postal entities, use the term "sender" or "shipper" but in the event of a legal dispute the proper and technical term "consignor" will generally be used.
- (h) “**Customs Broker**” means an individual or company that is licensed to transact customs business on behalf of others. Customs business is limited to those activities involving transactions related to the entry and admissibility of merchandise; its classification and valuation; the payment of duties, taxes, or other charges assessed or collected; or the refund, rebate, or drawback thereof.
- (i) “**FEI**” The Fédération Equestre Internationale is the international body governing equestrian sport recognized by the International Olympic Committee. The FEI is the sole controlling authority for all international events in Dressage, Jumping, Eventing, Driving, Endurance, Vaulting, Reining and Para-Equestrian. It establishes the regulations and approves the equestrian programs at Championships, Continental and Regional Games as well as the Olympic Games.
- (j) “**Freight Forwarder**” means an agent of an exporter who organizes the safe, efficient movement of goods on behalf of the exporter, sometimes including dealing with packing and storage. Taking into account the type of goods and the Participants' delivery requirements, freight forwarders arrange the best means of transport, using the services of shipping lines, airlines or road and rail freight operators. Freight forwarders can also make arrangements with customs brokers overseas to ensure that the goods comply with customs export documentation regulations.
- (k) “**Games**” refers to the 2010 Alltech FEI World Equestrian Games and all of their associated events.

- (l) **“House Airway Bill”** means a document issued by the freight forwarder, acting as a carrier, clearly showing the contract of air freight between the freight forwarder and the exporter.
- (m) **“Lock-Down”** refers to the Games Time security condition of the Games Venue. During Lock-down all persons entering the venue must have a proper 2010 Games accreditation pass. All equipment entering or leaving the venue will be subject to screening by 2010 Games security personnel.
- (n) **“Logistics Services”** means the off loading of cargo containers, the unpacking of cargo containers and the movement and storage of materials within World Equestrian Venue.
- (o) **“Logistics Services Provider”** means the official logistics services supplier for the 2010 Alltech FEI World Equestrian Games as identified by the 2010 Games. CEVA Freight Management is the 2010 Alltech FEI World Equestrian Games Official Logistics Services Provider.
- (p) **“Master Air way Bill”** is issued by the originating airline when and if a shipment involves more than one air carrier. An Airway Bill is the document that covers transport of goods by air. Issued by the carrier, whether an airline or a freight forwarder, to the consignor as a receipt for the goods and as evidence of the conditions of transport. It also shows details of the consignee so they can be contact when the goods arrive. Note that unlike the Bill of Lading, an Airway Bill is not a fully negotiable instrument.
- (q) **“Media”** means the Constituent Group consisting of all press and television and other media representatives who are accredited by the 2010 Games as media representatives for the 2010 Alltech FEI World Equestrian Games during the Games Period.
- (r) **“NFs”** means all National Federations represented at the World Equestrian Games.
- (s) **“Packing Declaration”** means a letter from the consignor (customer) declaring that there are no wood based packing materials used in the shipment. Packing declarations have replaced the requirements for shipping companies to provide quarantine codes on manifests and/or bills of lading.
- (t) **“Packing List”** is an extension to the Commercial Invoice. The freight forwarder reserves the shipping space based on the gross weight or measurement shown in the packing list. Customs uses the packing list as a check list to verify the incoming and outgoing cargo.
- (u) **“Participants”** means those constituent groups that comprise the FEI Family, Sponsors, Accredited Media and others that are eligible to receive the Freight Services support described in this manual.
- (v) **“Power of Attorney”** is a United States Customs and Border Protection required document which officially authorizes an agent (such as a customs broker) to transact customs business and present customs documentation for release into the United States.
- (w) **“Sponsors”** means the Constituent Group consisting of all officers and employees of official sponsors and suppliers of the 2010 Alltech FEI World Equestrian Games that have sponsorship or supplier contracts with the 2010 Games or the FEI.
- (x) **“US Customs”** means the United States Department of Customs and Border Protection. This agency is part of the Department of Homeland Security and has the administrative authority to exert control and supervision over the import and export of goods in the United States of America. This includes the collection of all duties, taxes, and fees as well as enforcement of the US federal laws pertaining to imports.

- (y) **“US Department of Agriculture (USDA)”** is the agency charged with ensuring no products enter the United States which poses a threat to crops, livestock, pets, or the environment. They are involved in the import and export of the following types of products:
- (a) Fresh fruits, vegetables, and plants
  - (b) Live animals
  - (c) Fresh animal products
  - (d) Other biological materials (antibodies, vaccines, cells, etc)
- (z) **“US Department of Fish and Wildlife”** is the United States government agency responsible to insure the United States adheres to all international treaties regarding endangered species. Their approval for shipments involving live animals and plants as well as products made from various plants and animals is required for use within the United States.
- (aa) **“Venue”** means the official site and locations at which the Events of the World Equestrian Games are held, including associated stadiums and other spectator viewing areas, as well as the Grooms Village.
- (bb) **“WEG”** means the World Equestrian Games Foundation, who is responsible to organize the 2010 Alltech FEI World Equestrian Games.
- (cc) **“WEG” Invoice/Packing List”** means the combined invoice and packing list document that has been designed specifically for use when shipping 2010 Alltech FEI World Equestrian Games related materials.
- (dd) **“World Equestrian Games”** mean the 2010 Alltech FEI World Equestrian Games to be held in Lexington Kentucky, USA, currently scheduled to commence with an opening ceremony on 25 September, 2010 and to end on 10 October, 2010, including all Events associated with the Games.
- (ee) **“2010 Games Family”** means the Constituent Group of all officials, agents, representatives, and employees of the FEI, and all NFs including athletes, coaches and grooms. It also includes all 2010 Games sponsors, suppliers, and accredited media. The “2010 Games Family” is further defined in annex 1.

## **Section 1 – Key Dates**

<b>Key Dates</b>	
Venue Open to Receive Deliveries	August 16, 2010
Grooms Village Open	September 10, 2010
Venue Stables Open	September 10, 2010
Venue Security "Lock Down"	September 20, 2010
Venue Press Center Open	T.B.D.
Venue Broadcast Center Open	T.B.D.
Opening Ceremony	September 25, 2010
Closing Ceremony	October 10, 2010
Venue Press Center Closed	T.B.D.
Venue Broadcast Center Closed	T.B.D.
Venue Security "Lock Down" Lifted	T.B.D.
Venue Stables Closed	October 14, 2010
Grooms Village Closed	October 14, 2010
Venue Closed	October 22, 2010

**Import arrival window (costs per horses, as outlined in section 7.1) covered by the 2010 Games.**

Cincinnati.....October 16, 2010  
Los Angeles.....October 14, 2010  
Miami.....October 01, 2010  
New York.....October 16, 2010

## **Section 2 – Operational Contacts**



### **World Games 2010 Foundation, Inc**

World Games 2010 Foundation, Inc.  
2010 World Games Way  
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**Official Customs Broker & Freight Forwarder**



**CEVA Logistics**

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**Official Equine Shipping Agent**



**PEDEN BLOODSTOCK**  
International Shipping Agents

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**Other Important Contacts**

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## **Section 3 - Freight Policies**

### **3.1 2010 Alltech FEI World Equestrian Games Freight Team**

Participants are responsible to ship their 2010 Games related goods to and from the United States. The 2010 Games and United States Customs have set up special regulations and procedures for the import and re-export of World Equestrian Games materials. These special regulations include the exemption of US Customs collected duties, taxes, and fees for materials that are imported for use at the Games then re-exported within the allowed timeframe. In addition, the 2010 Games have conducted an intensive screening process for selecting logistics partners to support Participants with their Logistical requirements. The 2010 Alltech FEI World Equestrian Games Freight Team consists of staff from WEG Logistics, CEVA Freight Management (“CEVA”), Peden Bloodstock and Bob Hubbard Horse Transportation.

**CEVA** has been appointed WEG’s official Customs Broker & Freight Forwarder which includes Customs Brokerage, Freight Forwarding, and onsite Delivery Scheduling and Material Handling services for the 2001 Alltech FEI World Equestrian Games ([Annex 2](#)).

**Peden Bloodstock** has been appointed the 2010 Game’s official Equine Transportation Provider which includes the management of equine transport and playing an intensive role in quarantine and bio-security management for the 2010 Alltech FEI World Equestrian Games ([Section 7](#)).

Participants are encouraged to use CEVA and must use Peden Bloodstock to take advantage of the 2010 Games’ support during the arrival and departure windows. NFs, specifically those from South America, Central America & Australasia should please advise Peden Bloodstock of their appointed local agents in the various ports of origin to ensure that all arrangements are properly coordinated to ensure the swift & smooth transfer of all horses on arrival in and departure from the USA. Both companies have experience with United States requirements of customs and import regulations for all types of materials, as well as, special regulations and procedures for the temporary import of 2010 Alltech FEI World Equestrian Games materials, and all of the 2010 Games Logistics policies and procedures. In addition they will have on site equipment, onsite staff with all of the proper 2010 Games credentials, and will be familiar with all of the routes and delivery points for the 2010 Alltech FEI World Equestrian Games.

#### **Using Other Shipping Companies and Freight Forwarders:**

Participants that choose other companies to provide logistics services, freight forwarding, and customs clearances for their 2010 Alltech FEI World Equestrian Games related materials must assist their carrier in obtaining the proper requirements for venues delivery access. For more information please contact the 2010 Games Logistics.

### **3.2 Duty Free Shipping Procedures**

Temporary importation of equipment and goods into the United States are subject to the payment of a deposit of duty to Customs. Temporary importation of World Equestrian Games related materials have been granted duty free status by the United States Government. In order to take advantage of the special duty provisions for this event, a unique harmonized tariff number must be claimed upon entry found in Chapter 99 of the USHTS (United States Harmonized Tariff System). Temporary importation may be accomplished with completion of a United States customs entry as a temporary importation bond or with the use of an approved ATA carnet. In all of these cases, documentation must be completed and in the case of temporary import shipment, timely and accurate export is required to insure penalties and fines are not assessed by US Customs.

In order to qualify as 2010 Alltech FEI World Equestrian Games goods that are exempt from a deposit of duty, the shipper is required to fill out and submit the [WEG Invoice/Packing List](#), and re-export the goods after the conclusion of the 2010 Games. Each individual shipment requires a separate “WEG Invoice/Packing List” to be submitted to the WEG Freight Team.

Please keep in mind that all 2010 Alltech FEI World Equestrian Games related materials that enter the United States must be re-exported after the 2010 Games. Any goods that are not re-exported after the 2010 Games may be subject to duties/taxes and other charges.

### **3.2. 2010 Games Invoice/Packing List**

The 2010 Games Invoice/Packing List is a combination "commercial invoice" and "packing list" developed specifically for the use of 2010 Alltech FEI World Equestrian Games Family members shipping goods to the United States for use during the 2010 Games. This is the document that Participants use to identify their 2010 Alltech FEI World Equestrian goods to the 2010 Games Freight Team and includes:

- Name and description of the goods;
- Intended purpose of the goods;
- Quantity, weight and size of goods;
- Value of goods;
- Date and port at which the goods are proposed to be transported thru;
- Contact information of the consignee (Customer);
- Name and contact information of appointed freight forwarder;
- Other items as requested on the document.

Please note that the 2010 Games Invoice/Packing List must be signed by the Consignor (Customer) declaring that the goods will be re-exported after the 2010 Games.

#### **3.2.2 Use of Licensed U.S. Customs Broker**

U.S. law requires that all goods being imported into the United States must be cleared through U.S. Customs and U.S. Inspections & Quarantine, by an Agent licensed in the United States. The 2010 Alltech FEI World Equestrian Game's official supplier, CEVA Freight Management is a licensed U.S. customs broker. If Participants choose to use their own freight forwarder, please ensure that they are working with a licensed U.S. broker. United States Customs and Border Protection only allow United States licensed customs brokers to transact customs business on behalf of importers into the United States.

#### **3.2.3 Re-export of the Temporarily Imported Goods**

Any shipments entered into the United States under a temporary importation bond must be exported within 1 year (2 extensions of 1 year each are permitted). Proof of export must be included and must be submitted to US Customs in order to avoid duty penalties of three times the duty and taxes for the original shipment. All importations handled under this process must be coordinated with the 2010 Games Freight Team to insure the documentation is submitted to US Customs timely.

### **3.3 Insurance**

It is the responsibility of each Customer to provide insurance coverage for the whole journey of their goods including the duration of the 2010 Games. Storage of full or empty boxes or packaging materials is also strictly at owner's risk. Participants should therefore ensure that they have adequate insurance coverage to include the removal, storage and return of their full or empty boxes or packaging material.

### **3.4 Personal Luggage**

Personal luggage should follow the guidelines as provided by your airline.

Accompanied cargo (cargo arriving on the same plane with shipper) must still be cleared through customs by a licensed U.S. broker. Detailed procedures for accompanied cargo will be provided in subsequent versions of this manual.

### **3.5 Medicines**

Medicine carried by WEG Family members shall be used personally and directly for the World Equestrian Games. The remaining part shall be re-exported in time after the Games. The medicine carried in by the delegation as unaccompanied baggage shall be used only by the members of the delegation. The remaining part shall be re-exported in time after the Games. All medicines imported will require the approval and release by the United States Food and Drug Administration. Please contact WEG's Freight Team for specific details.

### **3.6 Food and Beverage**

According to the regulations concerning the food quarantine in the United States, certain kinds of food and beverage are prohibited from importation. In addition, the US Food and Drug Administration (US FDA) requires Prior Notice to be completed for all foodstuffs designated for import into the US. This notification may be completed by the importer using the following link, [www.fda.gov/Food/FoodDefense/Bioterrorism/PriorNotice](http://www.fda.gov/Food/FoodDefense/Bioterrorism/PriorNotice), or through a licensed customs broker in the US prior to shipment departure.

In addition, entry must be completed for all food and beverage items with the US FDA. As detailed in their regulatory compliance manual, on their website, and known to licensed customs brokers, [www.fda.gov/ICECI/ComplianceManuals/RegulatoryProceduresManual](http://www.fda.gov/ICECI/ComplianceManuals/RegulatoryProceduresManual), the US FDA has a very specific and detailed process that must be followed for any shipment processed. In the case of food items, very detailed descriptions must be included. In cases of food packed into cans or certain types of containers (ceramic), additional certifications regarding lead and tin contents of the packaging materials may be required.

### **3.7 Wireless Communication Equipment**

Participants may, on a temporary basis, bring in, install and use radio communication equipment after completing the required application and approval procedures. In some cases, foreign merchandise and communications equipment may not conform to United States standards. The Federal Communications Commission (FCC) has stringent guidelines for the importation of communication equipment. All merchandise imported should have a certification from the manufacturer stipulating that it complies with Class One standards. This certification and identifier can be found on many devices in the form of a label affixed by the manufacturer. In addition, the WEG Invoice/Packing List should include the following:

- Detailed description of equipment
- Country of origin
- FCC authorization numbers
- Model and serial number
- Fair market value
- Quantity

The following website, <https://fjallfoss.fcc.gov/coresWeb/publicHome.do>, is the website for registration with the US Federal Communications Commission. Registration is required for all importers of radio transmitting devices and does require entry of a valid address. In order to register a device, the importer must obtain a registration identifier with the Federal Communications Commission. Once registration is completed for the importer and their products, these registrations should appear with the respective items on all documentation used for entry into the United States.

## **Section 4 - Freight Shipment Instructions**

The following section outlines key information that Participants will need to ship their cargo to the United States for the 2010 Alltech FEI World Equestrian Games. This information includes documents required for importation, guidelines for packing and labeling your freight, important deadlines, as well as suggested ports of entry.

### **4.1 Documents Required for each Shipment**

Below are the shipping documents required to ship freight to the U.S. via air, sea and land. Should you have additional questions concerning documentation please contact Mr. Robert Harper at CEVA Freight Management at +1 (859) 578-6459.

#### **For Air Freight Consignments:**

1. Copy of Air Way Bill
2. Invoice/Packing List ([Annex 3](#)).
3. "Packing Declaration" (letter from the Customer declaring that there are no wood based packing materials used in the shipment). Please ensure that there is IPPC labeling marked on wooden pallets.

#### **For Sea Freight Consignments:**

1. Original "Bill of Lading" provided by the shipping line.
2. "Invoice/Packing List" provided by the Customer ([Annex 3](#)).
3. Packing Declaration (letter from the Customer declaring that there are no wood based packing materials used in the shipment). Please ensure that there is IPPC labeling marked on wooden pallets.

#### **For Land Freight Consignments:**

1. One (1) copy of the "Consignment Note/Docket" provided by Transport Company.
2. Invoice/Packing List" provided by the Customer ([Annex 3](#)).
3. "Packing Declaration" (letter from the Customer declaring that there are no wood based packing materials used in the shipment). Please ensure that there is IPPC labeling marked on wooden pallets.

### **4.2 Cargo Packing / Marking / Labeling**

#### **4.2.1 Packing**

Proper packing of your cargo is a key factor in providing safe transport from origin to destination. Goods for re-export should be packed in road cases or sturdy re-usable boxes with screw lids. Goods for final import, such as brochures and give-away items, must be packed separately and, at a minimum, sturdy cardboard boxes should be used.

Some packing suggestions:

- Each box should be filled to its capacity (bubble wrap or other padding should be used).
- Fragile items should be packed in additional wrapping, and the box should be marked "fragile".
- The bottom of all cardboard boxes should be reinforced with strong packaging tape.
- When loading on a pallet, the weight should be distributed evenly. Boxes should be stacked squarely on the pallet, corner-to-corner (but no overhang), to maximize compression strength. The top of the pallet should be flat in order to minimize lost or damaged cartons.
- Heavy items should be placed at the bottom. Lighter items on top.

#### **4.2.2 Marking & Labeling**

All cases and crates must be clearly marked and numbered. The case and crate markings must correspond exactly with those shown on the “ 2010 Alltech FEI World Equestrian GamesWEG Invoice/Packing List”, and need to show:

- Event
- Organization
- Venue
- Location within Venue
- Consignee
- Mode of Transport
- Case/Crate Number (i.e. case 1 of 6 )
- Weight in kg
- Port of Origin
- Port of Destination

#### **Note:**

- A. Please bear in mind that goods for Temporary Import Declaration and consumable products for Final Import Declaration should be packed separately and listed on a separate Invoice/Packing List to avoid any delay in customs clearance.
- B. For the convenience of quarantine inspection, please have IPPC inspection certificates affixed to shipments in an easily identifiable position. Also ensure that certificates are securely affixed or stamped; a sticker that falls off in transit will delay quarantine inspection.

### **4.3 Deadlines**

#### **4.3.1. Air Freight**

We recommend that air freight arrive at the U.S. Destination Airport no later than seven (7) days prior to the requested delivery date.

#### **4.3.2 Sea Freight**

Sea freight must arrive at the U.S. Destination Port no later than:

- Less than Container Load (LCL) 15 days prior to requested delivery date.
- Full Container Load (FCL) 12 days prior to requested delivery date.

#### **4.3.3 Freight by Land**

Cargo must arrive at designated Cities no later than eight days prior to requested delivery date.

**Special note:** The United States now requires shipment loading and detailed content information for all ocean shipments 24 hours prior to the date of sailing. All sea shipments are required to authorize an agent and complete a security filing for all materials prior to shipping to the United States. Upon submission of shipments loading details and shipment content information, an electronic submission to US Customs is required of these details. Upon receipt, a unique shipment identifier is created for the shipment. Any shipments arriving into a US port from any location outside of the US by sea vessel without a security filing are subject to seizure, detention, and a penalty of US \$5000.00 per shipment.

#### **4.4 Suggested Entry Points**

In order to streamline customs clearance, it is strongly recommended that Participants ship their cargo to the airport or seaport in or of their destination city. Our designated logistics providers and customs broker have established contacts and relationships with the government agencies required for release at these ports of entry. Note that some entry ports do not offer the full range of services and government agency representation at every port of entry. Please confirm that any special government authorization is available at a port of entry if not indicated below.

##### **4.4.1 The Entry Points for Air Freight/Air Cargo:**

- Cincinnati / Northern Kentucky International Airport (CVG)
- Blue Grass Airport (LEX)
- Hartsfield International Airport (ATL)
- O'Hare International Airport (ORD)
- Miami International Airport (MIA)

##### **4.4.2 The Entry Points for Ocean Freight/Ocean Cargo**

- TBD
- TBD
- TBD
- TBD

This section will be updated in April 2010

## **Section 5 - Venue Delivery Process**

The 2010 Alltech FEI World Equestrian Games will be conducted in a secured event environment with restrictions to access. The delivery process for the entry of freight into the World Equestrian Games venue varies depending on the stage of venue operations, as detailed below.

You are encouraged to use our 2010 Games Freight Team for your venue deliveries as they will have on-site logistics operations established with accredited staff, vehicles with access permits, on-site material handling equipment and familiarity with all of the venue delivery policies and procedures.

Those Participants electing to utilize other parties must contact 2010 Games Logistics for information on procedures to coordinate/schedule their inbound/outbound freight.

There are three distinct time periods that will each have their own process requirements: Pre-Lock-Down Period, Lock-Down to End of Event, and Post Event period

### **5.1 Pre Lock-Down Periods**

Prior to the secure 'Lock-Down' of the Games Venue, deliveries of materials into the Games Venue by any carrier is allowed, subject to the carrier being granted the necessary delivery passes and the deliveries being arranged through the venue Master Delivery Schedule (MDS) controlled by the 2010 Alltech FEI World Equestrian Games. Carriers must contact the 2010 Games Freight Team a minimum of 48 hours prior to delivery to be listed on the MDS. Goods, and the vehicles carrying the goods, may be subject to security checks before being permitted to enter the Games Venue.

### **5.2 From Lock-Down to End of Event**

During this period, venue security will be strictly enforced and venue access will be limited to individuals with proper 2010 Games accreditation. Deliveries by any carrier is allowed subject to the carrier being granted the proper accreditation and the deliveries being arranged through the venue Master Delivery Schedule (MDS) controlled by the 2010 Alltech FEI World Equestrian Games. Carriers must contact the WEG Freight Team a minimum of 48 hours prior to delivery to be listed on the MDS. Goods, and the vehicles carrying the goods, will be subject to security checks before being permitted to enter Venue. The Lock Down period will begin approximately five (5) days prior to the start of competition thru to the end of competition.

If a carrier is unable to go through the accreditation process, the driver and vehicle will not be allowed to enter the venue, the cargo will be directed to a Venue Material Transfer Area (MTA) or a designated CEVA location (TBD), where the contents will be screened and transferred to a WEG accredited vehicle. The Participant or their representative must make arrangements with CEVA for receipt of their goods and delivery on-site.

For departure of goods occurring during the lockdown period, only accredited individuals and properly permitted vehicles will have access to the venue. Goods, and the vehicles carrying the goods, may be subject to security checks before being permitted to leave the 2010 Games Venue. The 2010 Alltech FEI World Equestrian Games Freight Team will offer value added services to Participants to coordinate the departure of goods during this period.

### **5.3 Post Event Period**

At the conclusion of the 2010 Alltech FEI World Equestrian Games and the end of the "Lock Down Period" of the 2010 Games Venue, deliveries of materials out of the venue by any carrier is allowed, subject to the carrier being granted the necessary passes (move-out) and the pick up being arranged through the venue Master Delivery Schedule (MDS) controlled by the 2010 Games. Carriers must contact the 2010 Alltech FEI World Equestrian Games Freight Team a

minimum of 48 hours in advance to obtain move-out passes and to be listed on the MDS. Goods, and the vehicles carrying the goods, may be subject to security checks before being permitted to leave the Games Venue. The Post Event stage will begin October 11, the day after the final competition and closing ceremonies.

This section will be updated in April 2010

## **Section 6 - Express Delivery Shipments**

### **6.1 Express Delivery Services**

The 2010 Alltech FEI World Equestrian Games intends to appoint an official provider for express delivery services for the 2010 Games. For security purposes this provider will be the only express delivery carrier operating within the Games Venue. The provider will offer a range of services including export and import express deliveries of documents and packages to and from countries and territories worldwide.

The provider will have a facility inside the Games Venue and will make two deliveries to the Venue each day. They will also pick up outgoing packages from Venue twice daily. Detailed schedules will be available at a later date.

If you do use another express delivery carrier, please be aware that you will need to receive and pickup your express packages at the Venue Material Transfer Area (MTA) where packages will be screened by Security prior to entering the Venue.

### **6.2 Express Package Guidelines**

- Maximum weight per package is 70kg.
- Maximum length per package is 270cm.
- Maximum combined length and girth of the package cannot be greater than 330 centimeters.
- The cost to send a package is determined by its weight (gross or dimensional), delivery location and delivery service level.
- There is no limit to the number of packages in the shipment or the total shipment weight.

### **6.3 Document Guidelines**

#### **6.3.1 International Documentation Requirement**

The export documents you prepare are used to properly declare your shipments to Customs in both the country of export and the country of import.

#### **6.3.2 Document Shipments**

International documents shipped in an Express Letter envelope or in any other packaging require only a Waybill. A document is generally defined as a written, typed or printed communication of no commercial value.

#### **6.3.3 Non-Document or Package Shipments**

International shipments containing items other than documents require three copies of a commercial invoice in addition to the Waybill.

#### **6.3.4 Additional Documentation**

Other documentation may be necessary based on the nature and the value of the shipment as well as any particular regulation of the destination country.

## **Section 7 – Equine Transportation Manual**

### **Preface**

This Manual is the guideline for equine transportation and accompanied equipment for the 2010 Alltech FEI World Equestrian Games.

The Equestrian Transportation Manual has been developed to assist all National Federations with logistical planning in their preparations for the 2010 Games. The manual contains details of flight schedules, quarantine and bio security measures, airport arrival & departure details, and ground transportation.

The 2010 Alltech FEI World Equestrian Games has appointed the international shipping agent Peden Bloodstock to provide the coordination of equine transportation services and to manage the smooth transfer of all horses eligible to be stabled on the competition venue at the Kentucky Horse Park, their attendants and equipment to and from Lexington.

The 2010 Games and Peden Bloodstock have been coordinating with the Kentucky Horse Park, United States Department of Agriculture, FEI and the Cincinnati airport authorities to ensure that all parties understand all quarantine requirements and transport arrangements, and are working to provide the smooth transfer of all equine athletes, their attendants and equipment from hub airports to the USA and return.

This Equine Transportation Manual may be updated as developments occur prior to the 2010 Games. These updates will be available on both the 2010 Alltech FEI World Equestrian Games website [www.alltechfeigames.com](http://www.alltechfeigames.com) and the Peden Bloodstock website [www.peden-bloodstock.com](http://www.peden-bloodstock.com)

We hope that the 2010 Alltech FEI World Equestrian Games are a great experience for you. If you have any questions or problems with equestrian transportation please do not hesitate to contact Peden Bloodstock who are here to help you.

## **7.1 Operational Contacts**

### **Official Equine Shipping Agent**



**PEDEN BLOODSTOCK**  
International Shipping Agents

#### **Peden Bloodstock GmbH**

Leyenburg  
47509 Rheurdt  
Germany  
Tel: +49 2845 949910  
Fax: +49 2845 949911  
[www.peden-bloodstock.com](http://www.peden-bloodstock.com)

Martin Atock [atock@peden.de](mailto:atock@peden.de)  
Heike Schmitz [heike@peden.de](mailto:heike@peden.de)  
Isabelle Atock [bella@peden.de](mailto:bella@peden.de)

#### **Peden Bloodstock Ltd**

Borough Court, Hartley Wintney,  
Hampshire RG27 8JA  
Great Britain  
Tel: +44 125284 4042  
Fax: +44 125284 4043  
[www.peden-bloodstock.com](http://www.peden-bloodstock.com)

Henry Bullen [henry@peden.co.uk](mailto:henry@peden.co.uk)  
James Luck [james@peden.co.uk](mailto:james@peden.co.uk)  
Lucy Greayer [lucy@peden.co.uk](mailto:lucy@peden.co.uk)

### **Regional US agents**

#### **North America**

##### **New York & Miami**

The Dutta Corporation.  
104 Titicus Rd, Suite G  
North Salem, NY 10560  
U.S.A.  
Tel: +1 914 276 3880  
Fax: +1 914 276 3883

Tim Dutta [TimDutta@aol.com](mailto:TimDutta@aol.com)

#### **North America**

##### **Los Angeles**

International Racehorse Transport  
1525 Kautz Road, Suite 1600  
West Chicago IL 60185  
U.S.A.  
Tel: +1 630 262 1211  
Fax: +1 630 262 1311

Simon Glennie [SGlennie@irtusa.com](mailto:SGlennie@irtusa.com)

## **7.2 Costs Covered by the 2010 Games**

The 2010 Games have appointed Peden Bloodstock to co-ordinate the consolidation and management of all arrivals & departures in the USA.

Additionally Peden Bloodstock will be coordinating charter flights from Europe directly to the Cincinnati/Northern Kentucky airport, which is located approximately one hour by car (120kms) north of Lexington.

### **7.2.1 Costs covered by the 2010 Games**

The 2010 Games will cover the following costs for all horses eligible to be stabled on the venue **arriving and departing inside the official arrival & departure windows in the USA**. The costs are covered for horses that travel directly (having completed post arrival quarantine) to the Kentucky Horse Park and return directly to their port of arrival in the USA after the competition for further transportation to their country of origin:-

- All landed & handling charges at the port of arrival
- Post arrival quarantine and all import related formalities
- Trucking from the arrival airport, via quarantine directly to and from the Kentucky Horse Park
- All export & handling charges directly from the Kentucky Horse Park to the port of departure
- USDA costs for return health certification
- A trucking allowance to the Kentucky Horse Park will be made for all horses resident in North American and qualified to compete at the 2010 Games

The above local costs in the USA will only be covered by 2010 Games if the arrangements are coordinated by and through the Official Shipping Agent, Peden Bloodstock.

### **7.2.2 Costs for NFs accounts**

Each NF is responsible for the following costs related to the transport of their horses, attendants & equipment to and from the USA.

#### **Horses**

- All CIF (cost, insurance & freight) costs from the country of origin up to arrival USA airport
- All costs from "FOB" (free on board) USA airport to country of origin
- All pre export quarantine charges in the USA if required by the country of destination
- All pre export blood testing related charges as required by the country of destination
- All local charges in the country/port of origin/destination other than the USA unless stated above

#### **Equipment**

- All costs from point of origin up to delivery to the Kentucky Horse Park
- All costs from the Kentucky Horse Park up to point of destination

#### **Attendants**

- All flight, visa and accommodation costs to and from the Kentucky Horse Park. Details of the costs for accommodation at the venue are covered separately by the OC.

## **7.3 Arrival/Departure Windows**

### Arrival & Departure Windows

The following are the arrival & departure windows in the USA. During these windows 2010 Games will cover all costs as laid out above in the section **Costs covered by the 2010 Games**. The following dates refer to arrival at the port of entry to the USA prior to completing quarantine and not arrival at the Kentucky Horse Park.

### Reining, Dressage, Endurance & Eventing

- Cincinnati – Arrival window opens for the first arrivals on the 16.09.2010
- Miami – Arrival window opens for the first arrivals on the 01.09.2010  
(This applies to horses requiring 7 days post arrival quarantine.)
- Los Angeles – Arrival window opens for the first arrivals on the 14.09.2010
- New York – Arrival window opens for the first arrivals on the 16.09.2010

The venue stables will close on the 29<sup>th</sup> September for Endurance and on the **5<sup>th</sup> October** for Reining, Dressage & Eventing.

### Driving, Jumping, Para Dressage & Vaulting

- Cincinnati – Arrival window opens for the first arrivals on the 23.09.2010
- Miami – Arrival window opens for the first arrivals on the 16.09.2010  
(This applies to horses requiring 7 days post arrival quarantine.)
- Los Angeles – Arrival window opens for the first arrivals on the 21.09.2010
- New York – Arrival window opens for the first arrivals on the 23.09.2010

The venue stables will close on the **14<sup>th</sup> October** for the above disciplines.

Should NFs wish to house horses on the venue outside the official arrival & departure windows the OC will consider applications on a case by case basis subject to the availability of stables. All incurred costs would be for the NFs accounts.

## **7.4 Ports of Entry to the USA & Post Arrival Quarantine (PAQ)**

There are 4 approved points of entry for horses into the United States for the 2010 Games, Cincinnati/Northern Kentucky airport, Miami, Los Angeles & New York. Horses are not permitted by the United States authorities to arrive at any other airports in the USA.

### **Cincinnati**

Cincinnati Northern Kentucky airport is located approximately 120kms North of the Kentucky Horse Park and is the preferred point of entry of all competing horses originating from the European Continent and the Middle East due to its close proximity to the venue.

The OC has invested vast resources to construct a unique post arrival quarantine facility directly adjacent to the airport specifically for the charter flights from the European Union organized by Peden Bloodstock for the 2010 Alltech FEI World Equestrian Games ensuring the shortest possible driving distance for horses to and from the Kentucky Horse Park, thereby reducing the total transit time for the majority of competing horses who will be originating from the European Union.

Should NFs wish to make alternative arrangements to fly their horses to Cincinnati Northern Kentucky Airport they must contact and coordinate their arrangements with Peden Bloodstock who will be coordinating all flight arrivals/departures and access to the post arrival quarantine.

It is crucial to note that a limited number of NF personnel will have access to their horses during the two day PAQ period and will be permitted to hand walk them in the stable area.

On the completion of PAQ all horses will be trucked approximately 90 minutes to the Kentucky Horse Park.

### **Miami**

Miami airport will be the point of arrival for all horses entering the USA from South America. A modern PAQ facility is located adjacent to the airport and NF personnel will have limited access to their horses during the two, respectively seven day PAQ period

On the completion of PAQ a consolidated flight/s will be organized for all horses from Miami to Lexington. Dates of the charter flight will be confirmed to all NFs with horses eligible to be stabled on the venue and it is each NFs responsibility to ensure that they coordinate their flights to Miami with Peden Bloodstock to connect with the charter flight to Lexington having completed their PAQ.

The 2010 Alltech FEI World Equestrian Games OC will only pay the standard Miami post arrival quarantine charges. Should any NF have additional requests or wishes during the post arrival quarantine period they would be liable for any additional incurred costs which would be payable prior to the arrival of their horses.

### **Los Angeles**

Los Angeles airport will be the point of arrival for all horses entering the USA from Australasia and the Far Eastern horses that do not travel via the EU. The PAQ is located in close proximity to the airport but NF personnel will not have access to their horses during the PAQ period.

On the completion of PAQ a consolidated flight/s will be organized for all horses from Los Angeles to Lexington. Dates of the charter flight will be confirmed to all NFs with horses eligible to be stabled on the venue and it is each NFs responsibility to ensure that they coordinate their flights to Los Angeles with Peden Bloodstock to connect with the charter flight to Lexington having completed their PAQ.

### **New York**

John F. Kennedy (JFK) airport will be the point of arrival for those NFs who choose not to fly their horses of European origin directly to Cincinnati. On arrival all horses will be trucked to the PAQ at Newburg this is located approximately 1.5 to 2 hours north of New York. NF personnel will not have access to their horses during the two day PAQ period.

On the completion of PAQ, all horses will be trucked approximately 12-14 hours (depending on traffic conditions) from Newburg to Lexington, Kentucky.

### **Post arrival quarantine**

The following are the countries that require 3 days post arrival quarantine (minimum 42 hours) for horses and the countries that require 7 days post arrival quarantine for horses.

### **Countries that require a 3-Day post arrival quarantine for horses**

Afghanistan	Israel
Albania	Italy
Australia	Japan
Austria	Jordan
Belgium	Kazakhstan
Bermuda	Lebanon
Belarus	Luxemburg
British Virgin Islands	Malta
Croatia	Mexico
Czech Republic	The Netherlands
Denmark	Norway
England	New Zealand
Estonia	Pakistan
European Union Countries	Poland
France	Portugal
Germany	Romania
Greece	Russia
Hong Kong	Scotland
Hungary	South Korea
Iceland	Switzerland
Ireland	Turkey

### **Countries that require a 7 Day post arrival quarantine for horses**

All countries in the Western Hemisphere except for:

- Canada
- Mexico
- Bermuda
- British Virgin Islands

All countries that USDA Considers to be affected with Screwworm require a 7 day quarantine:

Angola	Guinea-Bissau	Paraguay
Argentina	Guyana	Peru
Bahrain	Haiti	Philippines
Bangladesh	India	Qatar
Benin	Indonesia	Rwanda
Bolivia	Iraq	Saudi Arabia
Botswana	Isla de Pascua (Easter Island)	Senegal
Brazil	Ivory Coast	Sierra Leone
Brunei	Jamaica	Singapore
Burkina Faso	Kenya	South Africa
Burundi	Kuwait	Spraty Islands
Cambodia	Laos	Sri Lanka
Cameroon	Lesotho	Surinam
Central African Republic	Liberia	Swaziland
Chile	Macau	Taiwan
China	Malawi	Tanzania
Columbia	Malaysia	Thailand
Congo	Mali	Togo
Dominican Republic	Mauritania	Trinidad and Tobago
Ecuador	Mozambique	Uganda
Equatorial Guinea	Myanmar	United Arab Emirates
French Guinea	Namibia	Uruguay
Gabon	Nigeria	Venezuela
Gambia	Oman	Vietnam
Ghana	Pacific Islands (Palau)	Zaire
Guatemala	Papua New Guinea	Zambia
Guinea	Paraacel Islands	Zimbabwe

\*Or any other part of the world where screwworm is considered to exist.

### **Countries that require a 60-day post arrival quarantine for horses**

Oman, Saudi Arabia, Yemen Arab Republic  
All countries on the continent of Africa except Morocco

Horses cannot be resident in the countries, either permanently or temporarily to attend a competition, neither can they travel through these countries during the 60 days prior to export to the USA.

## **7.5 Booking of Quarantine (PAQ) at the US Ports of Entry**

### **Booking of quarantine at the US ports of entry**

#### **Cincinnati/Northern Kentucky Airport**

Quarantine at Cincinnati Northern Kentucky airport will automatically be booked by Peden Bloodstock for all horses travelling on their charter flights.

#### **Miami**

NFs must advise Peden Bloodstock by the 1<sup>st</sup> June 2010 of their intention to fly horses to Miami International Airport & their flight details so that quarantine can be reserved on their behalf and the subsequent charter flight can be organized.

It is crucial to note that only consolidated charter flight/s will be organized from Miami to Lexington Blue Grass airport for the horses competing in the first week and an additional charter flight for the horses competing in the second week.

The return charter flight will be consolidated and dates for this will only be known when the number of horses to travel is established.

It is therefore each NFs responsibility to ensure that they coordinate their arrivals in Miami and departures ex Miami with Peden Bloodstock to ensure that space is reserved both in quarantine and on the charter aircraft.

Should NFs book quarantine and subsequently alter their arrival dates they are liable to reimburse the 2010 Alltech FEI World Equestrian Games OC, or Peden Bloodstock acting on the 2010 Alltech FEI World Equestrian Games OC's behalf, the deposit paid for the initial quarantine period before a new quarantine is reserved and paid for.

Currently the quarantine charges in Miami are US\$1,179.00 per horse for the three day quarantine and US\$2,315.00 per horse for the seven day quarantine.

Should NFs not book their quarantine by the 1<sup>st</sup> June 2010 neither the OC nor Peden Bloodstock will be responsible should quarantine space be unavailable.

#### **Los Angeles**

NFs must advise Peden Bloodstock by the 1<sup>st</sup> June 2010 of their intention to fly horses to Los Angeles airport & their flight details so that quarantine can

Be reserved on their behalf and the subsequent charter flight can be organized.

It is crucial to note that consolidated charter flight/s will be organized from Los Angeles to Lexington Blue Grass airport for the horses competing in the first week and an additional charter flight for the horses competing in the second week.

The return charter flight will be consolidated and dates for this will only be known when the number of horses to travel is established.

It is therefore each NFs responsibility to ensure that they coordinate their arrivals in Los Angeles and departures ex Los Angeles with Peden Bloodstock to ensure that space is reserved both in quarantine and on the charter aircraft.

Should NFs book quarantine and subsequently alter their arrival dates they are liable to reimburse the 2010 Alltech FEI World Equestrian Games OC, or Peden Bloodstock acting on the 2010 Alltech FEI World Equestrian Games OC's behalf, the deposit paid for the initial quarantine period before a new quarantine is reserved and paid for.

Currently the quarantine charges in Los Angeles are US\$1,200.00 per horse for the three day quarantine and US\$2,200.00 per horse for the seven day quarantine.

Should NFs not book their quarantine by the 1st of June 2010 neither the OC nor Peden Bloodstock will be responsible should quarantine space be unavailable.

### **New York**

NFs are liable to advise Peden Bloodstock by the 1<sup>st</sup> of June 2010 of their intention to fly horses to New York airport & their flight details so that quarantine can be reserved on their behalf in Newburg and the trucking to Lexington can be organized.

It is crucial to note that only consolidated loads of horses will be trucked from Newburg quarantine to the Kentucky Horse Park.

It is therefore each NFs responsibility to ensure that they coordinate their arrivals in New York & departures ex New York with Peden Bloodstock to ensure that space is reserved both in quarantine and on the trucks.

Should NFs book quarantine and subsequently alter their arrival dates they are liable to reimburse the 2010 Alltech FEI World Equestrian Games OC, or Peden Bloodstock acting on the 2010 Alltech FEI World Equestrian OC's behalf, the deposit paid for the initial quarantine period before a new quarantine is reserved and paid for.

Currently the quarantine charges in New York (Newburg) are US\$1,179.00 per horse for the three day quarantine and US\$2,315.00 per horse for the seven day quarantine.

Should NFs not book their quarantine by the 1<sup>st</sup> of June 2010 neither the OC nor Peden Bloodstock will be responsible should quarantine space be unavailable.

## **7.6 Import Health Requirements to the USA**

In addition to pre testing all horses prior to export to the USA please note the following.

### **7.6.1 Certification of the 60 Days Prior to Export**

All horses require USA entry certification covering the 60 days prior to export from the EU. This should be provided by all the Veterinary Authorities of the countries they have been in the 60 days prior to departure from the EU.

Each Veterinary Authority should provide certification covering the period the horses were in their respective countries.

### **7.6.2 Horses Transiting the EU to/from the USA**

Horses travelling to the USA via the EU hub or competing in the EU prior to export to the USA will also have to comply with EU temporary import rules which can be found on the following link.

<http://www.defra.gov.uk/foodfarm/animaltrade/imports/iins/pdf/horses-tin5.pdf>

Non EU origin horses which owners wish to bring from the United States to or via the EU, after the 2010 Games, will also need to comply with the EU rules for the return of horses from the USA.

## **7.7 Pre-export Blood Testing of Horses**

All horses travelling to the USA must be blood tested prior to shipment. We strongly recommend that all horses that may potentially travel be tested and would ask you to arrange for this to be carried out as soon as possible to ensure that they are negative.

*Please note that all horses travelling to the 2010 Games must be pre tested within 60 days of shipment date to the USA.*

Any horses that are positive to Dourine, Equine Infectious Anaemia (EIA) or Glanders will NOT be eligible for import to the USA. Piroplasmosis positive horses will be permitted to enter the USA via Cincinnati & Miami Airports but they must travel directly to the Kentucky Horse Park and be exported from the USA via Cincinnati & Miami airports directly after the 2010 Alltech FEI World Equestrian Games.

Blood test charges (valid October 2009) at NVSL, Ames.

Test	Days Tested	Duration of test	Price
Dourine (CF)	Monday – Friday	1 day	US\$17.00
EIA (Coggins)	Monday – Friday	2 days	US\$17.00
Glanders (CF)	Monday – Friday	1 day	US\$17.00
Piroplasmosis (C-ELISA)	Monday – Friday	1 day	US\$17.00
<b>Total per horse</b>			<b>US\$68.00</b>

*Blood test results must be uploaded onto HippoBase at least 30 days prior to shipment to enable the OC to prepare adequate stabling for the Piroplasmosis positive horses. Further details on uploading the test results will be available on our website.*

### **IN SUMMARY**

**ALL horses** flying to the 2010 Alltech FEI World Equestrian Games require blood testing at the NVSL / USDA Laboratories, Ames in the USA for

- Dourine
- Equine Infectious Anaemia (Coggins)
- Glanders
- Piroplasmosis (C- ELISA test)

***For Piroplasmosis POSITIVE horses please refer to the event schedule.***

### **Shipment of Sample to the USA**

#### Samples

Draw blood and allow clotting. Remove serum and transfer at least 5ml of serum into a second tube. The serum should be straw colored with little or no red tinge. Serum must be submitted in plain tubes; serum separator tubes will not be accepted. Please do not use glass tubes. **Do not add any preservatives of any kind.**

Label the sample with horse's name, sex and age.

#### Courier of samples to the Laboratory

Consignee address:

National Veterinary Services Laboratory (NVSL)  
1800 Dayton Road, Ames. IA 50010, USA

The samples must be sent via overnight courier. We suggest using Federal Express and below are a sample copy of the AWB document showing how it should be completed. The highlighted

areas show where you must complete personal information. Please note that this is a sample only and may not be used for the shipment.

**Import Permit and Blood Submission form**

These forms can be obtained from our website and will be available from 1<sup>st</sup> February 2010.

Please ensure that you include your email address on the submission form as the results will be emailed through to you.

Please ensure that you include credit card details on the blood submission form as all blood testing must be settled directly with the laboratory. If no details are included the samples will not be tested.

**DOCUMENT CHECK LIST**

- Completed courier Air Waybill
- Import permit attached to Air Waybill
- Signed and dated TSA declaration attached to Air Waybill
- Import permit enclosed in package
- Completed submission form enclosed in package

**FedEx Air Waybill – SAMPLE ONLY**

**FedEx Express** Expanded Service International Air Waybill  
 For shipments originating in Europe, the Middle East, Africa, and the Indian Subcontinent with services including Express Freight Services, Dangerous Goods, Broker Select, and Letter of Credit.

**Sender's Copy**

*The World On Time.*

Not all services and options are available to all destinations.

**4a Express Package Service** Packages up to 150 lbs. / 68 kg  
 FedEx Int. Priority  FedEx Int. First Available to select locations  
 FedEx Int. Economy  FedEx Int. Economy contract available

**4b Express Freight Service** Packages over 150 lbs. / 68 kg  
 FedEx Int. Priority Freight  FedEx Int. Economy Freight

**5 Packaging** \*For FedEx Int. Priority and FedEx Express First-class only  
 FedEx Envelope  FedEx Pak  FedEx Box  FedEx Tube  
 Other  FedEx 10kg Box\*  FedEx 25kg Box\*

**6a Special Handling**  
 HOLD at FedEx Location Available to select locations for FedEx Int. Priority and FedEx Int. Economy only  
 SATURDAY Delivery Available to select locations for FedEx Int. Priority and FedEx Int. Economy only  
 No  Yes Air gel attachment required  Yes  No Shipper's Declaration required  
 Dry Ice Dry Ice, 9, 10, 100  Cargo Aircraft Only

**6b Broker Select** Available for FedEx Int. Priority and FedEx Int. Economy only  
 Int. Broker Select In special 5 lb. boxes other than FedEx

**7a Payment. Bill transportation charges to:** \*Super-Dedicated Boxes and Credit Card No. Address  
 Sender. Acc. No. in Section 1 will be billed.  Recipient  Third Party  Credit Card  Cash Cheque  
 FedEx Line Only

**7b Payment. Bill duties and taxes to:** ALL shipments can be subject to Customs charges, which FedEx cannot estimate prior to clearance.  
 Sender. Acc. No. in Section 1 will be billed.  Recipient  Third Party

**8 Your Internal Billing Reference** Print 24 characters will appear on invoice

**9 Required Signature**  
 Use of this Air Waybill constitutes your agreement to the FedEx Conditions of Carriage for EMEA, an extract of which is reproduced on the back of this Air Waybill. Certain international treaties, including the Warsaw Convention, may apply to this Shipment and limit our liability for damage, loss, or delay, as described in our Conditions of Carriage for EMEA.  
 Sender's Signature: \_\_\_\_\_  
 Title of authorized to deliver the shipment without a recipient signature  
 FedEx Counter Receipt: \_\_\_\_\_ Date: \_\_\_\_\_  
 For copy of Conditions of Carriage only

Try online shipping at [fedex.com](http://fedex.com)

FedEx Tracking Number **8470 6713 1090** Form ID No. **0461**

**497** PAINT 15882 EMEA • Rev. Date 12/03 ©2006-2007 FedEx • PRINTED IN U.S.A.

**From** Please print and use last name  
 Date MM/DD/YY Sender's FedEx Account Number  
 Sender's Name Phone  
 Company  
 Address  
 Address  
 City State Province  
 Country Postal Code  
 Sender's VAT/TURN Number (if qualified for non-European shipments)

**To**  
 Recipient's Name Phone +1 515 239 8212  
 Company USDA, APHIS, VS, NVSL, DBL  
 Address PO BOX 844  
 Address 1800 DAYTON ROAD  
 City AMES State IOWA  
 Country USA ZIP Postal Code IAS0010  
 Recipient's Tax ID number for Customs purposes e.g. GB199204210/USA or as isocalyrequired

**Shipment Information**  FedEx Only Track when it goes into free circulation and outside CI  
 Total Packages 1 Total Weight 0.5  oz  DIM  in  cm  
 Commodity Description NON HAZARDOUS SAMPLES  
 Harmonized Code 5:00  
 Value for Customs REQUIRED 5:00  
 Total Declared Value for Carriage EURO 5:00  
 Complete in English  
 For Completion Instructions, see back of fifth page.  
 Questions? Visit our Web site at [fedex.com](http://fedex.com) or Call your local FedEx office.  
 For a full version of our Conditions of Carriage, please visit our Web site at [fedex.com](http://fedex.com). Non-Negotiable International Air Waybill • ©1994-2003 Federal Express Corporation

## 7.8 Domestic Transport in the USA

Having cleared post arrival quarantine all horses arriving at Lexington/Northern Kentucky Airport and at New York will be trucked **directly** to the Kentucky Horse Park on vehicles contracted by and paid for by the OC on vehicles owned and operated by Bob Hubbard Horse Transport [www.bobhubbardhorsetrans.com](http://www.bobhubbardhorsetrans.com) . Further photographs of these vehicles will be available on our website from 1<sup>st</sup> February 2010 for your reference.

Any NFs who wish to make alternative arrangements, for example stabling horses at a facility outside the Kentucky Horse Park are liable to make their own arrangements from the time the horses have cleared post arrival quarantine and for all incurred expenses (i.e. trucking, USDA monitoring of Stallions & Mares etc).

Those horses arriving in Miami or Los Angeles will be flown on charter aircraft to Lexington Blue Grass airport.

All horses utilizing 2010 Games transportation will be trucked and/or flown directly from the Kentucky Horse Park directly to their nearest port of departure when exiting the USA.

Any NFs who wish to make alternative arrangements, for example stabling horses at a facility outside the Kentucky Horse Park are liable to make their own arrangements from the time the horses depart the venue stables and for all incurred expenses (i.e. trucking, USDA monitoring of

Stallions & Mares etc). In these cases the 2010 Games will not be liable to cover the costs referred to in section 2 above.

### **Domestic transport of NF personnel accompanying horses**

Limited space will be available, allocated on a pro rate basis for NF personnel accompanying their horses from post arrival quarantine to and from the Kentucky Horse Park either on the horse trucks or the charter aircraft ex/to Miami & Los Angeles.

It is each NFs responsibility to organize domestic transport for those personnel who travel with their horses to the USA but who cannot be accommodated on the OC's transport (horse lorry/charter aircraft) due to space restrictions.

## **7.9 Sea Freight of Equipment/Carriages**

Peden Bloodstock is responsible to coordinate the shipment of excess equine equipment that cannot be accommodated on the charter flights to and from Lexington. The World Equestrian WEG has appointed CEVA Logistics as the official Customs Broker and Freight Forwarder.

You are encouraged to use the services of our official providers, as they will have a detailed understanding of the 2010 Alltech FEI World Equestrian Games environment, but you may choose your own service provider.

## **7.10 US Customs Requirements for Horses, Equipment & Feed**

### **7.10.1 US Customs Requirements**

US Customs enforces the rules and regulations for all imports into and exports out of the United States. This includes the inspection for security and collection of any duties. In addition, US Customs enforces the import and export regulations of all other US government agencies that require special documentation or procedures for import into or export out of the United States.

### **7.10.2 United States Department of Agriculture (USDA)**

USDA limits and insures that no items are brought into the United States from foreign countries that may harbor foreign animals or plant pests or diseases that could damage US crops, livestock, pets and environments. This government agency has separate import and export requirements which must be met in addition to US Customs requirements. These regulations do extend to live animals, fruits, vegetables, and plant and animal products that are shipped. .

In general, USDA requires detailed shipment information pertaining to horses and live animals and a veterinary health certificate issued by a full-time veterinary officer of the National Government of the exporting country. This health certificate must attest to the location of the horse for 60 days prior to import into the United States; insure that an inspection for infectious diseases has been completed; insures that vaccines are updated and certifies that the horse has not been in a country or area with active equine diseases. On admitted for entry, horses will be released to the WEG quarantine facility to await test results and USDA mandated quarantine.

### **7.10.3 Feed, Hay and Bedding**

Kentucky Equine Research (KER) has been contracted by the 2010 Games to supply forage, feed and bedding for NFs participating at the 2010 Games. KER will offer an assortment of hays, cereal grains, concentrate feeds, supplements and bedding materials which are of superior quality and which are designed for performance horses competing in the eight disciplines represented at the Games.

Further information can be found in the Draft Schedule or by contacting

Kentucky Equine Research  
3910 Delaney Ferry Road  
Versailles, KY 40383 USA  
[www.ker.com](http://www.ker.com)  
Tel: +1 859 873 1988  
Fax: +1 859 873 3781  
Dr. Joe D. Pagan [pagan@ker.com](mailto:pagan@ker.com)

All teams shipping feed on the horse flights must provide Peden Bloodstock with a copy of the valid import permit at least 7 days prior to shipment.

### **7.11 Horse Information Coordination with Peden Bloodstock**

As with the Beijing 2008 Olympic and Paralympic Games held in Hong Kong, Peden will be using HippoBase to consolidate all horse & shipping information.

Timelines for the completion of this information will be issued early in 2010 and it is the NFs responsibility to ensure that all details are completed by the dates stipulated.

You will be able to check online what flights have been assigned to your horses and this will be constantly updated.

If you have not used HippoBase before please contact Andreas Steidle of HippoBase to obtain logon details and password. [andreas@hippobase.com](mailto:andreas@hippobase.com)

Please note that as only NFs have access to this system all shipping liaison & coordination for the eight disciplines must be via NFs.

## 7.12 Flight Information ex Europe

The following are the planned departure dates for horses ex Europe to and from Cincinnati (CVG)

		Flight dates		Competition dates							
		To CVG	From CVG	Reining	Endurance	Dressage	Eventing	Jumping	Para Dressage	Vaulting	Driving
1	Thu	16-Sep									
2	Fri	17-Sep									
3	Sat	18-Sep									
4	Sun	19-Sep									
5	Mon	20-Sep									
6	Tue	21-Sep									
7	Wed	22-Sep									
8	Thu	23-Sep									
9	Fri	24-Sep									
10	Sat	25-Sep									
11	Sun	26-Sep									
12	Mon	27-Sep									
13	Tue	28-Sep									
14	Wed	29-Sep									
15	Thu	30-Sep									
16	Fri	01-Oct									
17	Sat	02-Oct									
18	Sun	03-Oct									
19	Mon	04-Oct									
20	Tue	05-Oct									
21	Wed	06-Oct									
22	Thu	07-Oct									
23	Fri	08-Oct									
24	Sat	09-Oct									
25	Sun	10-Oct									
26	Mon	11-Oct									
27	Tue	12-Oct									
28	Wed	13-Oct									

Once the actual flight schedules are published bookings will be accepted on a first come, first served basis. We anticipate that the total time between departures from the European airport to arrival at the Kentucky Horse Park to be approximately 58 hours. This will depend on the time of release from USDA import quarantine.

### 7.12.1 Attendants on Flights

A limited number of seats will be available for attendants to accompany horses on the flights to and from the USA. The seats will be allocated on a pro rata basis to teams and individuals and will be booked by Peden Bloodstock. All flight tickets for personnel not accompanying their horses as “attendants” must be booked by the respective NF’s.

Accompanying attendants shall be carried on the actual carrier’s passenger ticket conditions. Additionally Peden Bloodstock AATA/NPTC professional flying grooms will accompany every shipment to and from Cincinnati. They are appointed as Peden Bloodstock’s representative on the flight with the prime responsibility for both horses and (shippers) attendants on the aircraft that they travel on.

### **7.12.2 Responsibility of attendants**

- Each attendant must be at least 18 years of age.
- Each attendant must have a good command of the English language
- It is the responsibility of each attendant to ensure that all horses are loaded and unloaded from aircraft and vehicles either with a chifney or a bridle.
- Smoking is strictly prohibited at the airport and on all flights.
- The consumption of alcohol is strictly prohibited on all flights. Any attendants thought to be under the influence of alcohol will not be accepted for passage.
- Each NF is responsible to ensure that their attendants have valid passports and visas for the USA should they be required; attendants not in possession of the correct documentation will not be accepted for passage.

### **7.12.3 Accompanying Horse Equipment**

- A limited amount of space (volume & weight to be advised shortly) for feed and equipment will be available on each flight.
- Each NF will be asked to estimate the amount of equipment that they wish to take and a booking will accordingly be made.
- No guarantee is given that any equipment over and above the estimated and booked amount can travel on the same flight as the horses. Should there be insufficient space available on the aircraft in question it may be possible to carry the balance on a later flight – all related costs will be for the respective NF's account.
- Each NF should make arrangements to forward by sea all bulk items such as feed, carriages and excess equipment that cannot travel with their horses well in advance of the WEG.

## **7.13 US Visa Requirements**

ALL Attendants flying with the horses to and from Cincinnati require:

- B1/B2 Visas to the USA

### **7.13.1 Details on U.S. Visa Requirements**

Visas to the USA are required for all non-US citizens travelling with the horses.

The horses will be travelling on airlines that are not part of the US Visa Waiver program; all attendants who may potentially be travelling with the horses on the flights must obtain a B1/B2 (Tourism/Business) visa to the USA. Please note that this applies to all nationalities (except US citizens holding a valid US passport); if any attendant is not in possession of a valid visa they will not be eligible to travel on the horse flight.

### **7.13.2 How to apply for a Visa to the USA:**

All the details on how to apply for a visa to the USA are available online at [www.usembassy.gov](http://www.usembassy.gov) (website listing all US embassies, consulates and diplomatic missions made available by the US Department of State).

Please note that applications may take several months to be processed and it is therefore vitally important that they be made in a timely manner to ensure eligibility to travel with the horses.

## **7.14 NF Appointed Shipping Agents in Country of Origin**

NFs with horses originating in Central & South America, Australasia, the Far & Middle East should please advise Peden Bloodstock the name and contact details of the shipping agent responsible for the transport of their horses to the 2010 Alltech FEI World Equestrian Games by the 1st April 2010 at the latest enabling us to contact them and coordinate travel arrangements.

## **7.15 Procedures in the USA**

A procedure document will be issued at least three months prior to the 2010 Games outlining all import & re-export procedures in the USA.

## **7.16 Timelines and Bookings**

To facilitate all arrangements and to ensure the availability of the quarantine NFs must kindly comply with the following timetable:

1 <sup>st</sup> Dec 09	NFs to advise up to date numbers of horses to travel to the 2010 Games
1 <sup>st</sup> Apr 10	NFs with horses originating in Central & South America, Australasia, the Far & Middle East to advise Peden Bloodstock the name and contact details of their local shipping agent responsible for the transport
	Hippobase opens for data entry
1 <sup>st</sup> Jun 10	Flight details for horses travelling to LAX, MIA and NYC to be advised so that PAQ reservations can be made.
18 <sup>th</sup> Jul 10	Blood testing window opens
	Long list of horses to be entered on to Hippobase
	Piroplasmosis horses to be declared
	Horses to be declared for flights on Hippobase and all required information to be completed

### **7.17 Responsibility**

Neither the 2010 Alltech FEI World Equestrian Games, nor Peden Bloodstock GmbH/Ltd. accepts any responsibility for any accident or illness that may befall any horse, competitor, groom or any other person. The same applies in case of damage to cars, saddlery, utensils and all other objects (including damage resulting from theft, loss, fire).

NF's are responsible to ensure that each participating horse is insured for a sufficient amount to cover any eventuality that can occur during or in relation to the 2010 Games, including without limitations, problems occurring during 2010 Games organized transportation to and from the venue in Lexington.

All owners and competitors are personally responsible for damages to third parties caused by themselves, their employees their agents or their horses. They are therefore, strongly advised to take out a third party insurance providing full coverage for participation in equestrian events at home and abroad and to keep the policy up to date.

## **Section 8 – Trade Show Exhibitors Manual**

### **Preface**

This Manual is the guideline for shipping trade show freight to the 2010 Alltech FEI World Equestrian Games.

This section will be updated April 2010



## **Annexes**

## **Annex 1 2010 Games Family**

For the purposes of this Customs & Freight Manual, the organizations and individuals listed in the attached annex are considered the 2010 Games Family and are eligible to receive the benefits described in this manual:

### **The 2010 Games Family Includes:**

#### **a. Fédération Equestre Internationale (FEI)**

- FEI Members
- Honorary Members
- Accompanying persons and guests of an FEI Member
- FEI Director General, Secretary General and Directors
- Other FEI staff
- FEI advisors, consultants and agents
- IFEI guests
- Heads of state and Royalty
- Delegations from the Organizing Committees for future World Equestrian Games
- Delegations from cities bidding to host future Games. Organizing Committees of recognized events

#### **b. National Federations (NFs)**

- National Federations Presidents and Secretaries
- Accompanying persons and guests
- Technical Delegates and Senior NFs staff
- General, Chefs de Mission or Delegation Directors
- National Federations accompanying persons and guests
- National Federations delegation
- Government delegations
- The Athletes
- The Coaches
- The Grooms
- The Leader of the Sports Teams
- The Officials
- The Doctors of the Teams
- The Other Working Staffs

#### **d. Media**

- Rights Holding Broadcasters
- Accredited Written and Photographic Press

#### **e. Sponsors**

- CEO/senior management, management and technical/hospitality
- Staff of the WEG Partners and National Sponsors

#### **Exhibitors and Entertainers**

- Non-Commercial Exhibitors and Performers
  - Cultural
  - Educational
- Opening and Closing Ceremonies Producer

#### **f. World Games 2010 Foundation**

- Board Members
- the Staff, Advisers/consultants
- the Volunteers
- Service Providers

## **Annex 2 CEVA Worldwide Contacts**

The attached annex provides CEVA's worldwide contacts list:



**Making business flow**

[CEVA Worldwide Directory](#)

## **Annex 3 WEG Invoice / Packing List**

The attached form provides the Invoice/Packing List that Participants must complete, sign and submits to their WEG related department in order to import World Equestrian Games related materials to the USA:



WEG Invoice Packing  
List.doc