

We hope you have a successful hunt!

After your hunt is over, your trophies will be turned over to a taxidermist/dip and pack company. Once their process is complete, they will then turn your trophies over to a Shipper. The Shipper will then arrange transportation for the trophies to the United States. Once they arrive Trophy Shippers will then clear your trophies through US Customs, Agriculture and Fish and Wildlife then have them delivered directly to your chosen Taxidermist, USDA Approved Establishment or your preferred Delivery Address.

IMPORTANT: Please note that whichever delivery address / point you choose, must have adequate equipment and forklift to offload your trophy from our truck.

To expedite this process, you are required to provide all relevant information required on the US Customs Power of Attorney form. We will need this form completed and returned to TROPHY SHIPPERS ASAP with a copy of your driver's license or passport. We will need the POA Form to process clearance, and we request you send these to us by email at least 72 hours prior to your shipment arriving in the US. (The sooner the better.)

We would request that you advise us when you hear from your outfitter about the return of your trophies and at the point copy us in so we may track the process of your shipment. It is important that your outfitter liaises with Trophy Shippers in advance of the shipping of your trophies to the US so we can check and ensure all the required paperwork, permits, etc. have been received.

Once all relevant documents are in place on our end and Trophy Shippers receives the shipping information and pre-alert in advance, we will then be able to make a timely submission to US Agriculture, US Fish and Wildlife, CDC and US Customs to clear your shipment through all government agencies upon arrival.

IMPORTANT: To avoid costly airline storage fees caused by delays in the USDA's release of trophy shipments, Trophy Shippers must receive all required paperwork before your trophies arrive in the U.S. These storage fees apply while your shipment is held at the airport or port awaiting USDA release. Trophy Shippers does not add any profit to these charges. We prepay the fees to the airline and bill them back to the client at the exact cost.

Once cleared, TROPHY SHIPPERS will then coordinate the delivery to your taxidermist or chosen delivery address.

The clearance process for trophies on average can take from 3 days to about 2 weeks with proper cooperation from the federal authorities.

Please direct any questions to the following email addresses:

- **Our Team** – info@trophyshippers.com or +1 (346) 646-3729
- **Joy Lanham** – jlanham@trophyshippers.com
- **Shannon Clark** – sclark@trophyshippers.com
- **Megan Paulauskas** – mpaulauskas@zarachlogistics.com

IMPORTANT: Please notify Trophy Shippers if your shipment includes any protected species, as additional U.S. import permits may be required.



Know before you go

- Please contact Trophy Shippers prior to your hunt to get set up with our company.
- Please know the Port of Entry you would like to use and if you are getting them mounted in the US, please know your Taxidermist and if needed a USDA Approved Establishment.
- Be sure to give your PH/Outfitter and Foreign Taxidermist Trophy Shipper's contact information so they are aware we will be your importing broker, along with your port of entry while you are abroad.
- While on your hunt, please be sure to obtain full contact information for the Taxidermist or Dip & Pack company you will be using.
- Once you return, please ensure to reach out to Trophy Shippers to be on alert of the arrival of your trophies and to obtain your Power of Attorney prior to trophies arriving.
- Once you hear from your Taxidermist/ Dip & Pack Company please copy Trophy Shippers in on your e-mails so we may monitor your shipment through out the process and communicate with the Shipper.

We look forward to working with you and hope you enjoy your trip!

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Please update your records for issuance of MAWB/MBL, HAWB/HBL, Notify Parties, and Courier Pouches.

IMPORTANT: Copy info@trophyshippers.com on all inquiries pre-alerts.

For shipments to IAH, DFW, SEA, ATL & all other designated ports (JFK, MIA, EWR etc.)	For shipments to ORD only
MAWB/MBL Consignee	MAWB/MBL Consignee
Edward J. Zarach & Associates Trophy Shippers 15350 Vantage Parkway W Houston, TX 77032 (USA) info@trophyshippers.com PH: 832-544-4067	Edward J. Zarach & Associates Trophy Shippers 650 Supreme Dr. Bensenville, IL 60106 (USA) info@trophyshippers.com PH: 832-544-4067
HAWB/HBL Notify	HAWB/HBL Notify
Edward J. Zarach & Associates Trophy Shippers 15350 Vantage Parkway W Houston, TX 77032 (USA) info@trophyshippers.com PH: 832-544-4067	Edward J. Zarach & Associates Trophy Shippers 650 Supreme Dr. Bensenville, IL 60106 (USA) info@trophyshippers.com PH: 832-544-4067
Courier	Courier
Edward J. Zarach & Associates Trophy Shippers 15350 Vantage Parkway W Houston, TX 77032 (USA) info@trophyshippers.com PH: 832-544-4067	Edward J. Zarach & Associates Trophy Shippers 650 Supreme Dr. Bensenville, IL 60106 (USA) info@trophyshippers.com PH: 832-544-4067



Shipping Instructions / Routing Order – IAH

To ensure that your trophies are cleared, shipped, and delivered by Trophy Shippers, instruct your PH/ Taxidermist to follow these instructions:

ATTENTION: PH/TAXIDERMIST

Trophy Shippers will arrange the shipping of these trophies consigned to:

(Hunter's Name)

c/o Trophy Shippers
15350 Vantage Parkway W
Houston, TX 77032

When the shipment is ready for dispatch, contact Trophy Shippers via:

- **Our Team** – info@trophyshippers.com or +1 (346) 646-3729
- **Joy Lanham** – jlhanham@trophyshippers.com
- **Shannon Clark** – sclark@trophyshippers.com
- **Megan Paulauskas** – mpaulauskas@zarachlogistics.com



Shipping Instructions / Routing Order – ORD

To ensure that your trophies are cleared, shipped, and delivered by Trophy Shippers, instruct your PH/ Taxidermist to follow these instructions:

ATTENTION: PH/TAXIDERMIST

Trophy Shippers will arrange the shipping of these trophies consigned to:

(Hunter's Name)

c/o Trophy Shippers
650 Supreme Dr.
Bensenville, IL 60106

When the shipment is ready for dispatch, contact Trophy Shippers via:

- **Our Team** – info@trophyshippers.com or +1 (346) 646-3729
- **Joy Lanham** – jlanham@trophyshippers.com
- **Shannon Clark** – sclark@trophyshippers.com
- **Megan Paulauskas** – mpaulauskas@zarachlogistics.com



Edward J. Zarach & Associates – Power of Attorney

Last Name, First Name, Middle Initial	Social Security #
Home Address	Phone Number
City, State, Zip	Email Address
Mailing Address (if different from home address)	Anticipated Hunt Date
City State, Zip Code	

Taxidermy Information

Using a taxidermist outside the USA? ☐ Yes ☐ No ☐ Undecided

Chosen Taxidermist	Location
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USDA Approved Establishment (if Required)

Delivery Information

Ship To: ☐ Taxidermist ☐ Residence ☐ Business
Does the business have a loading dock? ☐ Yes ☐ No
Does the business have a forklift? ☐ Yes ☐ No

Business Name	Business Address
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Business Phone

I hereby grant Power of Attorney to Edward J Zarach & Associates, Inc., to act as my agent for clearance through U.S. Customs and all other Governmental Agencies for my personally hunted game trophies. If you are the importer of record, payment to the broker will not relieve you of liability for U.S. Customs and Border Protection (CBP) charges (duties, taxes or other debts owed CBP) in the event the charges are not paid by the broker. Therefore, if you pay by check, CBP charges may be paid with a separate check payable to the "U.S. Customs and Border Protection" which shall be delivered to CBP by the broker. Importers who wish to utilize this procedure must contact our office in advance to arrange timely receipt of duty checks.

I understand that checking this box any typing my name below constitutes a legal signature confirming that I acknowledge and agree to the terms and conditions and the truthfulness of the information provided. ☐ Yes, I agree

I have read and agree to the Terms and Conditions. ☐ Initial Here

Signature

Date



Terms & Conditions of Service

(NCBFAA Standard Terms and Conditions)

These terms and conditions of service constitute a legally binding contract between the "Company" and the "Customer". In the event the Company renders services and issues a document containing Terms and Conditions governing such services, the Terms and Conditions set forth in such other document(s) shall govern those services.

1. Definitions. "Company" shall mean Edward J. Zarach & Associates, Inc., its subsidiaries, related companies, agents and/or representatives;

(a) "Customer" shall mean the person for which the Company is rendering service, as well as its principals, agents and/or representatives, including, but not limited to, shippers, importers, exporters, carriers, secured parties, warehousemen, buyers and/or sellers, shipper's agents, insurers and underwriters, break-bulk agents, consignees, etc. It is the responsibility of the Customer to provide notice and copy(s) of these terms and conditions of service to all such agents or representatives;

(b) "Documentation" shall mean all information received directly or indirectly from Customer, whether in paper or electronic form;

(c) "Ocean Transportation Intermediaries" ("OTI") shall include an "ocean freight forwarder" and a "non-vessel operating carrier";

(d) "Third parties" shall include, but not be limited to, the following: "carriers, truckmen, cartmen, lightermen, forwarders, OTIs, customs brokers, agents, warehousemen and others to which the goods are entrusted for transportation, cartage, handling and/or delivery and/or storage or otherwise".

2. Company as agent. The Company acts as the "agent" of the Customer for the purpose of performing duties in connection with the entry and release of goods, post entry services, the securing of export licenses, the filing of export and security documentation on behalf of the Customer and other dealings with Government Agencies, or for arranging for transportation services, both domestically and internationally, or other logistics services in any capacity other than as a carrier.

3. Limitation of Actions. (a) Unless subject to a specific statute or international convention, all claims against the Company for a potential or actual loss, must be made in writing and received by the Company, within 15 calendar days of the event giving rise to claim; the failure to give the Company timely notice shall be a complete defense to any suit or action commenced by Customer.

(b) All suits against Company must be filed and properly served on Company as follows:

(i) For claims arising out of ocean transportation, within 15 calendar days from the date of the loss;

(ii) For claims arising out of brokering domestic motor carrier transportation, within 15 calendar days from the date of loss;

(iii) For claims arising out of air transportation, within 15 calendar days from the date of the loss;

(iv) For claims arising out of the preparation and/or submission of an import entry(s), within 15 calendar days from the date of liquidation of the entry(s);

(v) For any and all other claims of any other type, within 15 calendar days from the date of the loss or damage.

4. No Liability for The Selection or Services of Third Parties and/or Routes. Unless services are performed by persons or firms engaged pursuant to express written instructions from the Customer, Company shall use reasonable care in its selection of third parties, or in selecting the means, route and procedure to be followed in the handling, transportation, clearance and delivery of the shipment; advice by the Company that a particular person or firm has been selected to render services with respect to the goods, shall not be construed to mean that the Company warrants or represents that such person or firm will render such services nor does Company assume responsibility or liability for any actions(s) and/or inaction(s) of such third parties and/or its agents, and shall not be liable for any delay or loss of any kind, which occurs while a shipment is in the custody or control of a third party or the agent of a third party; all claims in connection with the Act of a third party shall be brought solely against such party and/or its agents; in connection with any such claim, the Company shall reasonably cooperate with the Customer, which shall be liable for any charges or costs incurred by the Company.

5. Quotations Not Binding. Quotations as to fees, rates of duty, freight charges, insurance premiums or other charges given by the Company to the Customer are for informational purposes only and are subject to change without notice; no quotation shall be binding upon the Company unless the parties in writing agree to the handling or transportation of the shipment at a specific rate or amount set forth in the quotation and payment arrangements for handling or transportation of the shipment are agreed to between the Company and the Customer.

6. Reliance on Information Furnished. (a) Customer acknowledges that it is required to review all documents and declarations prepared and/or filed with U.S. Customs & Border Protection, other Government Agency and/or third parties, and will



immediately advise the Company of any errors, discrepancies, incorrect statements, or omissions on any declaration or other submission filed on Customers behalf;

(b) In preparing and submitting customs entries, export declarations, applications, security filings, documentation, delivery orders and/or other required data, the Company relies on the correctness of all documentation, whether in written or electronic format, and all information furnished by Customer; Customer shall use reasonable care to ensure the correctness of all such information and shall indemnify and hold the Company harmless from any and all claims asserted and/or liability or losses suffered by reason of the Customer's failure to disclose information or any incorrect, incomplete or false statement by the Customer or its agent, representative or contractor upon which the Company reasonably relied. The Customer agrees that the Customer has an affirmative non-delegable duty to disclose any and all information required to import, export or enter the goods.

(c) Customer acknowledges that it is required to provide verified weights obtained on calibrated, certified equipment of all cargo that is to be tendered to steamship lines and represents that Company is entitled to rely on the accuracy of such weights and to countersign or endorse it as agent of Customer in order to provide the certified weight to the steamship lines. The Customer agrees that it shall indemnify and hold the Company harmless from any and all claims, losses, penalties or other costs resulting from any incorrect or questionable statements of the weight provided by the Customer or its agent or contractor on which the Company relies.

(d) Customer acknowledges that it is required to advise Company in advance of its intention to tender hazardous material goods and that it will otherwise comply with all federal and international hazardous material regulations.

7. Declaring Higher Value to Third Parties. Third parties to whom the goods are entrusted may limit liability for loss or damage; the Company will request excess valuation coverage only upon specific written instructions from the Customer, which must agree to pay any charges therefore; in the absence of written instructions or the refusal of the third party to agree to a higher declared value, at Company's discretion, the goods may be tendered to the third party, subject to the terms of the third party's limitations of liability and/or terms and conditions of service.

8. Insurance. Unless requested to do so in writing and confirmed to Customer in writing, Company is under no obligation to procure insurance on Customer's behalf; in all cases, Customer shall pay all premiums and costs in connection with procuring requested insurance.

9. Disclaimers; Limitation of Liability. (a) Except as specifically set forth in these terms and conditions, Company makes no express or implied warranties in connection with its services;

(b) Customer may obtain insurance coverage for cargo loss or damage, up to the actual or declared value of the shipment or transaction, by requesting such coverage and agreeing to make payment therefor, which request must be confirmed in writing by the Company prior to rendering services for the covered transaction(s).

(c) In all events, the Company's liability shall be limited to the following:

(i) where the claim arises from activities other than those relating to customs business, \$50 per shipment or transaction, or

(ii) where the claim arises from activities relating to "Customs business," \$50 per entry or the amount of brokerage fees paid to Company for the entry, whichever is less;

(d) In no event shall Company be liable or responsible for consequential, indirect, incidental, statutory or punitive damages, even if it has been put on notice of the possibility of such damages, or for the acts of third parties.

(e) With respect to domestic transportation, Company shall not be liable for a motor carrier's failure to maintain insurance or for the accuracy of any documentation furnished by a motor carrier to Company or Customer evidencing said coverage.

10. Advancing Money. All charges must be paid by Customer in advance unless the Company agrees in writing to extend credit to customer; the granting of credit to a Customer in connection with a particular transaction shall not be considered a waiver of this provision by the Company.

11. Indemnification/Hold Harmless. The Customer agrees to indemnify, defend, and hold the Company harmless from any claims and/or liability, fines, costs, penalties and/or attorneys' fees arising from the importation or exportation of Customer's merchandise and/or any conduct of the Customer, including but not limited to the inaccuracy of entry, export or security data supplied by Customer or its agent or representative, which violates any Federal, State and/or other laws or regulations, and further agrees to indemnify and hold the Company harmless against any and all liability, loss, damages, costs, claims, penalties, fines and/or expenses, including but not limited to reasonable attorney's fees, which the Company may hereafter incur, suffer or be required to pay by reason of such claims; in the event that any claim, suit or proceeding is brought against the Company, it shall give notice in writing to the Customer by mail at its address on file with the Company. Such indemnification and hold harmless shall include all claims and costs arising directly or indirectly as a result of actions the Company is required to take pursuant to customs regulations to report to CBP when the Company separates from or cancels representation of a Customer as a result of



determining, in the Company's judgment, that the Customer is intentionally attempting to use the Company to defraud the U.S. Government or commit any criminal act against the U.S. Government.

12. C.O.D. or Cash Collect Shipments. Company shall use reasonable care regarding written instructions relating to "Cash/Collect on Deliver (C.O.D.)" shipments, bank drafts, cashier's and/or certified checks, letter(s) of credit and other similar payment documents and/or instructions regarding collection of monies but shall not have liability if the bank or consignee refuses to pay for the shipment.

13. Costs of Collection. In any dispute involving monies owed to Company, the Company shall be entitled to all costs of collection, including reasonable attorney's fees and interest at 1.5% per annum or the highest rate allowed by law, whichever is less unless a lower amount is agreed to by Company.

14. General Lien and Right To Sell Customer's Property. (a) Company shall have a continuing lien on any and all property and documents relating thereto of Customer coming into Company's actual or constructive possession, custody or control or enroute, which lien shall survive delivery, for all charges, expenses or advances owed to Company with regard to the shipment on which the lien is claimed, a prior shipment(s) and/or both. Customs duties, transportation charges, and related payments advanced by the Company shall be deemed paid in trust on behalf of the Customer and treated as pass through payments made on behalf of the Customer for which the Company is acting as a mere conduit.

(b) Company shall provide written notice to Customer of its intent to exercise such lien, the exact amount of monies due and owing, as well as any on-going storage or other charges; Customer shall notify all parties having an interest in its shipment(s) of Company's rights and/or the exercise of such lien.

(c) Unless, within thirty days of receiving notice of lien, Customer posts cash or letter of credit at sight, or, if the amount due is in dispute, an acceptable bond equal to 110% of the value of the total amount due, in favor of Company, guaranteeing payment of the monies owed, plus all storage charges accrued or to be accrued, Company shall have the right to sell such shipment(s) at public or private sale or auction and any net proceeds remaining thereafter shall be refunded to Customer.

15. No Duty To Maintain Records For Customer. Customer acknowledges that pursuant to Sections 508 and 509 of the Tariff Act, as amended, (19 USC §1508 and 1509) it has the duty and is solely liable for maintaining all records required under the Customs and/or other Laws and Regulations of the United States; unless otherwise agreed to in writing, the Company shall only keep such records that it is required to maintain by Statute(s) and/or Regulation(s), but not act as a "recordkeeper" or "recordkeeping agent" for Customer.

16. Obtaining Binding Rulings, Filing Protests, etc. Unless requested by Customer in writing and agreed to by Company in writing, Company shall be under no obligation to undertake any pre- or post-Customs release action, including, but not limited to, obtaining binding rulings, advising of liquidations, filing of petition(s) and/or protests, etc.

17. No Duty To Provide Licensing Authority. Unless requested by Customer in writing and agreed to by the Company in writing, Company shall not be responsible for determining licensing authority or obtaining any license or other authority pertaining to the export from or import into the United States.

18. No Duty To Serve as a Party to the Transaction. Unless requested by Customer in writing and agreed to by an officer of the Company in writing, Company shall not be construed as a party to the Transaction including but not limited to manufacturer, seller, buyer, importer, importer of record, exporter, with any attendant obligations or responsibilities pertaining to the export from or import of merchandise into the United States or transactions in connection therewith.

19. Preparation and Issuance of Bills of Lading. Where Company prepares and/or issues a bill of lading, Customer or its agent shall supply to Company the marks necessary to identify the goods, the number of packages, the quantity, weight, and apparent condition of the goods. Unless specifically requested to do so in writing by Customer or its agent and Customer agrees to pay for same, Company shall rely upon and use on any bill of lading or shipping document the information supplied by Customer.

20. No Modification or Amendment Unless Written. These terms and conditions of service may only be modified, altered or amended in writing signed by both Customer and Company; any attempt to unilaterally modify, alter or amend same shall be null and void.

21. Compensation of Company. The compensation of the Company for its services shall be included with and is in addition to the rates and charges of all carriers and other agencies selected by the Company to transport and deal with the goods and such compensation shall be exclusive of any brokerage, commissions, dividends, or other revenue received by the Company from carriers, insurers and others in connection with the shipment. On ocean exports, upon request, the Company shall provide a detailed breakout of the components of all charges assessed and a true copy of each pertinent document relating to these charges. In any referral for collection or action against the Customer for monies due the Company, upon recovery by the Company, the Customer shall pay the expenses of collection and/or litigation, including a reasonable attorney fee.



22. Force Majeure. Company shall not be liable for losses, damages, delays, wrongful or missed deliveries or nonperformance, in whole or in part, of its responsibilities under the Agreement, resulting from circumstances beyond the control of either Company or its subcontractors, including but not limited to:

- (i) acts of God, including flood, earthquake, tornado, storm, hurricane, power failure, epidemic or other severe health crisis, or other natural disaster;
- (ii) breaches of cyber security including but not limited to cyber outages or attacks;
- (iii) war, hijacking, robbery, theft or terrorist activities;
- (iv) incidents or deteriorations to means of transportation,
- (v) embargoes,
- (vi) civil commotions or riots,
- (vii) defects, nature or inherent vice of the goods;
- (viii) acts, breaches of contract or omissions by Customer, Shipper, Consignee or anyone else who may have an interest in the shipment,
- (ix) acts by any government or any agency or subdivision thereof, including denial or cancellation of any import/export or other necessary license; or
- (x) strikes, lockouts or other labor conflicts. In such event, Company reserves the right to amend any tariff or negotiated freight or logistics rates, on one day's notice, as necessary to provide the requested service.

23. Severability. In the event any Paragraph(s) and/or portion(s) hereof is found to be invalid and/or unenforceable, then in such event the remainder hereof shall remain in Full force and effect. Company's decision to waive any provision herein, either by conduct or otherwise, shall not be deemed to be a further or continuing waiver of such provision or to otherwise waive or invalidate any other provision herein.

24. Governing Law; Consent to Jurisdiction and Venue. These terms and conditions of service and the relationship of the parties shall be construed according to the laws of the State of State without giving consideration to principles of conflict of law. Customer and Company:

- (a) irrevocably consent to the jurisdiction of the United States District Court and the State courts of Illinois;
- (b) agree that any action relating to the services performed by Company, shall only be brought in said courts;
- (c) consent to the exercise of in personam jurisdiction by said courts over it, and
- (d) further agree that any action to enforce a judgment may be instituted in any jurisdiction.

© Approved by the National Customs Brokers and Forwarders Association of America, Inc. (Revised 9/2023)

The undersigned, on behalf of the Customer, acknowledges that it has read, understands, and agrees to the foregoing Terms & Conditions of Service.

Customer / Company Name: _____

Signature: _____

Date: _____

