

## **COLLECTION MANAGERS COMMITTEE Texas Association of Museums**

### **WORKSHOP RESOURCES:**

You Want Me to Send What? Where?!?!:  
The Imports and Exports of Complex Shipping Issues  
*February 2008, Houston*

Workshop Overview: In the fast paced world of ever growing traveling exhibition programs and loan requests, do you have the knowledge and experience necessary to send objects anywhere? Between the restrictions of your insurance policy, dealing with the university system, or trying to stay in budget, there is a lot to consider whether you want to send a small tea set from El Paso to Houston, or a big sculpture from San Antonio to Chicago. The laws are ever changing, the objects get more and more complex, and the forms and requirements can be difficult to find let alone complete. No one wants to hear that their object made it through customs, but the crate didn't; or worse, their sculpture was impounded because of a feather that was part of the piece. Learn the rules, regulations, and forms necessary for shipping objects, when to contact a customs broker and how to talk to shippers. If you need to ship anything across the city or across the world, then this workshop is for you!

### **Cargo**

[Official Airline Guide—Cargo](#)  
[Unit Load Device \(ULD\)](#)  
[Marine Shipping Containers](#)  
[Weight Per Cubic Foot and Specific Gravity](#)

### **Courier**

[The Role of a Courier](#)  
[Choosing the Courier](#)

### **Shippers and Agents**

[International Convention of Exhibition and Fine Art Transporters](#)

### **Import/Export**

[Convention on International Trade in Endangered Species \(CITES\)](#)  
[U.S. Customs and Border Protection \(CBP\)](#)  
[U.S. Customs Entry Form](#)  
[Bureau of Industry and Security \(BIS\)](#)  
[Office of Foreign Assets Control \(OFAC\)](#)  
[U.S. Department of Agriculture \(USDA\)](#)  
[Food and Drug Administration \(FDA\)](#)