



SOUTHBOUND VEHICLE SHIPPING INSTRUCTIONS

Please Read Carefully

In Jacksonville

1. **Effective March 1, 2017**, in accordance with the Jacksonville Port Authority (JAXPORT) Ref(a) Tariff No 31-297; and (b) JAXPORT Facility Security Plans, all persons requiring access into JAXPORT Restricted Access Areas need to be in possession of a valid Transportation Worker Identification Credential (TWIC). Persons without a TWIC must either hire JAXPORT to escort them onto the port or make arrangements with a 3rd party transport company to obtain their cargo. *****JAXPORT no longer allows 3rd party companies to provide TWIC escorts in the JAXPORT Restricted Access Areas. JAXPORT no longer provides free escorts to customers with privately owned personal vehicles.*****
2. **(See Escort Information Attached)**
3. **The port address in Jacksonville FL is:**
Blount Island Marine Facility 5090 William Mills Street, Jacksonville, FL 32226
4. Vehicles will be accepted Monday through Friday from 8:00 - 11:30 AM and 1:00 - 4:00 PM. We are closed weekends and most national holidays. Client should contact the Customer Service Department before bringing vehicle to the port to obtain an appointment or booking number. No vehicle will be accepted if you don't have a booking number and/or pertinent documents. **All clients shall present a government issued photo id to access Blount Island marine terminal, including documents relevant to your business at the port.**
5. Please limit your group to **2 individuals per vehicle**. We are unable to accommodate larger groups at our facility.
6. Inspections are performed on Tuesday 8:00 AM to 4:30 PM (closed for lunch from noon to 1:00 PM) and Wednesday from 8:00 AM to 12:00 PM.
7. A blank bill of lading, which will be provided to you when you drop off your vehicle, must be completed to include full name of Shipper (sender) and Consignee (receiver), address, and phone numbers. All pertinent information about the vehicle must be completed as well (i.e. last 8 digits of Vehicle Identification Number (VIN), year, make, model, color, number of doors, transmission, and value).
8. **IMPORTANT:** By US Federal Law, you must have an Employer Identification Number(EIN) in lieu of social security number to protect your privacy. **We won't ship vehicles without an EIN. NO EXCEPTIONS.** To get your Employer Identification Number visit: <https://www.irs.gov/businesses-self-employed/apply-for-an-employeridentification-number-ein-online>. If the vehicle is being shipped on behalf of a company we must have the company's Employer Identification Number (EIN) in order to ship.
9. You must provide a copy of the vehicle's title or bill of sale as proof of ownership. If the vehicle's title is in possession of a financial institution, then you must obtain a notarized authorization letter from the financial institution granting permission to Trailer Bridge to ship your vehicle to Puerto Rico. If anyone other than the vehicle's owner drops off the vehicle, the individual must also show a notarized letter granting permission to ship.

10. Customer must ensure that vehicle being delivered to Blount Island Marine Terminal for shipment contains no more than one-fourth (1/4) of gasoline in tank as per Reg **49CFR176.905**. Failure to do so will delay sailing of vehicle and additional storage charges will apply.
11. Please disengage all alarms. The motion of the barge may cause the alarm to go off during transit and drain the car battery. Trailer Bridge will not accept liability for any electrical or mechanical problems of the vehicle.
12. Trailer Bridge **WILL NOT** notify the consignee upon arrival in San Juan. Per our sailing schedule, our normal transit time is 7 days and vehicle will be available on the 8th day. It is recommended that the consignee call our Vehicle Shipping Division in San Juan (see phone number below) to verify availability of the vehicle. To expedite your call, please have the last 8 digits of your Vehicle Identification Number (VIN) available when you call.

In San Juan

13. Transit time is 7 days, if they arrive on Tuesday, vehicles will be inspected by the Dept. of Hacienda the next working day (Wednesday). This inspection is needed in order to start the Hacienda process.
14. Customer must call the San Juan terminal on Wednesday morning 9:00 am to confirm availability.
15. To pick up vehicle, you must come to the Trailer Bridge Terminal in San Juan (see hours below) and present a photo ID. If person picking up the vehicle does not show as the Consignee (receiver) on the Ocean Bill of Lading, they must present a notarized written release from the Consignee including a copy of owner's ID with photo, and Hacienda will also request owner's social security number. Trailer Bridge will then supply you with a copy of the Bill of Lading and a Hacienda Inspection. You must take the Bill of Lading and Hacienda Inspection to Arbitrios and pay any applicable taxes. Arbitrios will also ask to see the vehicle title. Arbitrios will give you a (Release Sheet) Levante.

Departamento Hacienda
Edificio Intendente Ramírez
#10 Paseo Covadonga (Viejo San Juan)
Piso 3, Oficina 324
San Juan, P.R.
Telephone: 787-721-2020, Ext. 2320, 2317 and/or 2310
Hours: Monday-Friday 8:00 am a 4:30 pm

16. Bring Release sheet back to Trailer Bridge's terminal to pick up your vehicle. You will be asked to show your photo ID again. Payment by cashier's check, money order, American Express, MasterCard or Visa must be presented when you drop off vehicle in Jacksonville or when picking up the vehicle in San Juan. **No vehicle will be released** from our San Juan Terminal until payment is made. Cash, personal check, or company check are **NOT** accepted at either location.

General Rules and Regulations

17. The following is published in our TRBR Freight Tariff No. 200 in regarding to the shipment of vehicles:

- **Insurance Provisions (Section 1 Item 572)**
- Vehicles 5 years old or less are insured for “sound market value”
- Vehicles older than 5 years are not automatically insured. We will provide insurance, upon request, at a rate of \$1.12 per \$100.00 of sound market value.
- All claims must be reported when picking up the vehicle.
- Insurance does not cover denting, marring, chipping, scratching, or atmospheric fallout.
- Trailer Bridge will not accept liability for any electrical and/or mechanical problems with your vehicle.
- Trailer Bridge will not be responsible for any delay in the delivery of the vehicle.
- **Trailer Bridge will not accept Dealer and Privately Owned Vehicles measuring less than 900 CFT with any personal, non-emergency equipment.** If without Trailer Bridge’s knowledge, a Dealer or Privately owned Vehicle is received with any items other than normal emergency equipment (ex: spare tire, jack, first aid kit, etc.), Shipper/Owner does so at their own risk for loss or damage of goods.
- Vehicles exceeding 900 CFT containing any cargo, which is not emergency equipment, will be charged \$285.00 **per piece** for the additional cargo. Each piece must be properly manifested by the shipper on the Dock Receipt. The additional cargo will move at the Shipper/Owner’s own risk for loss or damage of the goods.

Detention/Demurrage or Storage (Section 1,Item 504)

- Please see Freetime/Demurrage in PR at www.trailerbridge.com for free time and charges that will apply when free time expires.
- Vehicle Shipping Division phone numbers and hours:
- San Juan, PR (787) 774-6370 Monday – Friday 6:50 am – 3:50 pm Lunch 11:50 – 12:50
- Jacksonville, FL (800-964-4503 Monday – Friday 8:00 am – 5:00 pm Lunch 11:30 – 1:00
- For current rate information, please visit us online at www.trailerbridge.com or call Customer Service at 800-964-4503.
- If you have any other questions, please call Customer Service at 800-964-4503.
- Please complete below information and attach to Vehicle Dock Receipt.

I have read and understand the preceding listed terms of shipment.

Signature of Shipper: _____

Date: _____

Print Name: _____

Phone: _____

EIN Number: _____

For TB Office Use Only:

Trailer Bridge Representative receiving paperwork:

Signature: _____

Date: _____

Print Name: _____

**WRITTEN AUTHORIZATION TO PREPARE OR TRANSMIT
ELECTRONIC EXPORT INFORMATION**

I, _____, hereby referred to as the U.S. Principal Party in Interest, authorize Trailer Bridge, Inc. to act as authorized agent for export control, U.S. Customs, and Census Bureau purposes to transmit such export information electronically that may be required by law or regulation in connection with the exportation or transportation of any goods on behalf of said U.S. Principal Party in Interest.

The U.S. Principal Party in Interest certifies that necessary and proper documentation to accurately transmit the information electronically is and will be provided to the said Authorized Agent.

The U.S. Principal Party in Interest further understands that civil and criminal penalties may be imposed for making false or fraudulent statements or for the violation of any U.S. laws or regulations on exportation and agrees to be bound by all statements of said authorized agent based upon information or documentation provided by the U.S. Principal Party in Interest to said authorized agent.

Signature:

Date:

(U.S. Principal Party in Interest)



Jacksonville, FL – Drop Off/Pick Up Escort Instructions

1. Effective March 1, 2017, in accordance with Jacksonville Port Authority (JAXPORT) Ref (a)Tariff No.31-297; and (b)JAXPORT Facility Security Plans, all persons requiring access into JAXPORT Restricted Access Areas needs to be in possession of a valid Transportation Worker Identification Credential (TWIC). Persons without a TWIC have the following two options for their cargo to gain access into JAXPORT Restricted Access Areas.
 - a. JAXPORT no longer allows 3rd party companies to provide TWIC escorts into JAXPORT Restricted Access Areas. JAXPORT no longer provides free escorts to customers with privately owned vehicles.
 - b. All persons must have their own transportation to gain access to the Trailer Bridge Terminal. JAXPORT escorts will not provide transportation to any tenant terminals.
 - c. Regular hours of service are 8 a.m. to 5 p.m. Monday through Friday. The cost is \$75.00 for the first hour and \$50.00 for each additional hour. **Commercial Carriers – if your company does not have an account set up with JAXPORT the cost will be \$125.00 for the first hour.**

****NOTE: FOR COMMERCIAL CARRIERS ONLY: 48 hours' notice is required to obtain a JAXPORT TWIC escort outside regular gate hours.** Nights, holidays and weekends, the cost is \$100.00 per hour. Trailer Bridge hours for private individuals are Monday through Friday from 8:00-1130 AM and 1:00-4:00 PM. We are closed weekends and most national holidays.

- d. Payment can be made by company check, verified e-check, money order or credit/debit card.
- e. To arrange a JAXPORT TWIC escort contact TWICescort@JAXPORT.COM or call (904)357-3344.
JAXPORT Access Control
9620 Dave Rawls Blvd. First Floor, Jacksonville, FL 32226
Phone: (904) 357-3344 or (904) 357-3253 - Fax: (904) 357-3126
Website: <http://www.jaxport.com/security/access-control-center/>

2. NON-TWIC holders can use a TWIC approved 3rd party transport/storage company to deliver/pick up their cargo to/from the JAXPORT Trailer Bridge facility without the need for a TWIC escort to gain access into JAXPORT Restricted Access Areas. Trailer Bridge has no direct affiliation with any 3rd party transport company.

- a. Customers must provide 3rd party transport companies signed authorization and proper shipping documents to deliver/pick up their cargo from Trailer Bridge. Trailer Bridge will not accept or release cargo without the proper authorization and shipping documentation.
- b. All customers will negotiate service terms directly with their chosen 3rd party transport company.
- c. While Trailer Bridge has no direct affiliation with any 3rd party transport company, it does recommend the following companies with close proximity to JAXPORT and familiarity with our shipping processes. These TWIC approved 3rd party transport/storage companies often offer competitive delivery/pick up rates versus JAXPORT's TWIC escort rates.

d. PORT STORAGE & DELIVERY, INC.

3701 Faye Road – Jacksonville, FL 32226

Phone: (904) 757-5055 – Fax: (904) 757-4055

Se Habla Español – pregunta por Amanda

Email: info@portstoragedelivery.com – Website: <http://www.portstoragedelivery.com>

Hours: 7:30 am to 5:00 pm, Mon-Fri and offer a gated, well-lit facility less than 2 miles from the Jacksonville Blount Island Marine Terminal

3. Port address in Jacksonville, FL is: Blount Island Marine Facility 5090 William Mills St., Jacksonville, FL 32226
4. Vehicles will be accepted Monday – Friday from 8:00-1130 AM and 1:00-4:00 PM. We are closed weekends and most national holidays. Client should contact the Customer Service Dept. before bringing in vehicle/unit to the port to obtain a booking number. **No vehicle/unit will be accepted if you don't have a booking number/and or pertinent documents.** All clients shall present government issued photo id to access Blount Island marine terminal, including documents relevant to your business at the port.
5. Please limit your group to 2 individuals per vehicle. We are unable to accommodate larger groups at our facility.

See list of necessary documents below:

1. FOR DELIVERY:

- Booking confirmation
- Filled out Bill of Lading
- Copy of Title or Bill of Sale
- Signed Hold Harmless/Vehicle/Unit Delivery Authorization
- Copy of Driver's License or Government issued ID

2. FOR PICK UP:

- Booking confirmation
- Copy of Bill of Lading Received in Puerto Rico
- Signed Hold Harmless/ Vehicle/Unit Pick Up Authorization
- Copy of Driver's License or Government issued ID

Drop Off/Pick Up Vehicle/Unit at Trailer Bridge/Blount Island
Letter of Authorization/Hold Harmless Indemnification Agreement
Carta de Autorización/ Acuerdo Idemnizador

I, _____ hereby Authorize (third party company name) to drop off/Pick up my vehicle/unit at TBI terminal within the Blount Island Marine Facility under booking number _____.

Yo, _____ autorizo a (tercera compañía) a que lleve /recoja mi vehículo/unidad en el terminal de TBI adentro de Blount Island Marine Facility numero de booking _____.

Hold Harmless and Indemnification Agreement/**Acuerdo Idemnizador**

HOLD HARMLESS and INDEMNIFICATION AGREEMENT, made this _____ day of _____, 2017 by and between Trailer Bridge, Inc. ("TBI") and _____ ("Indemnitor")

In return for TBI's contracting with Indemnitor for his services, Indemnitor hereby agrees to defend, indemnify and hold harmless, TBI and its agents, assigns and employees from all suits, actions, damages and other expenses, (including legal fees), incurred due to the personal injury to any person or damage to property of any part arising out of the provision of Indemnitor's services, including actions of his agents, assigns, or employees without regard to the negligence of TBI, provided however that this indemnity shall not apply to damage or injury arising out of the willful misconduct of TBI, its agents, assigns or employees. If indemnitor now has or intends to hire employee(s) to provide contracting services for TBI, indemnitor agrees and warrants that he will provide worker's compensation insurance for his employees which shall be certified to TBI. Indemnitor is not looking to TBI to provide worker's compensation for himself or such employee(s).

Full VIN/ID No/ **VIN/ID Numero Completo**

License No/**Numero de Lic**

Description of cargo/Descripción de unidad

Booking /**Numero de Booking**

Indemnitor /**Idemnizador**(Print /**Imprimir**

Date/**Fecha:**

Indemnitor Signature/**Firma Idemnizado**

(Please attach copy of license/ bkg confirmation/filled out BOL /copy of title or bill of sale for shipping to PR)
(Please attach copy of license, bkg confirmation, and copy of Bill of Lading received in PR for pickup)