



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. **[See Escort Information Attached]**
JaxPort Address: Blount Island Marine Facility 5090 William Mills Street, Jacksonville, FL 32226
2. Vehicles are accepted, Monday through Friday, from 8:00 - 11:30 AM and 1:00 - 4:00 PM. We are closed weekends, and most national holidays. No vehicle will be accepted if you don't have a booking number and/or pertinent documents. All customers shall present a government issued photo id to access Blount Island marine terminal, including documents relevant to your business at the port.
3. Inspections are performed on Tuesday from 8:00 AM to 4:00 PM (closed for lunch from noon to 1:00 PM) and Wednesday from 8:00 AM to 12:00 PM.
4. A blank bill of lading (BOL), 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 as Vehicle Identification Number (VIN), Year, Make, Model, Color, Weight, and Value).**
5. **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(EIN) visit:
<https://www.irs.gov/businesses-self-employed/apply-for-anemployeridentification-number-ein-online>.
6. 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.
7. 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.
8. 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.

9. 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 your booking number available when you call.

In San Juan

10. 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.
11. Customer must call the San Juan terminal on Wednesday morning 9:00 am to confirm availability.
12. 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

13. 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 pick up 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

14. 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 18’6” length 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 18’6” length containing any cargo, which is not emergency equipment, will be charged \$300.00 per 900 cubic feet for the additional cargo. Each piece must be properly manifested by the shipper on the BOL. **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
- For current rate information, please visit us online at www.trailerbridge.com or call Customer Service at 800-964-4503.

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: _____

LETTER OF AUTHORIZATION TO TRANSMIT ELECTRONIC EXPORT INFORMATION (EEI)

US PRINCIPAL PARTY IN INTEREST OR FOREIGN PRINCIPAL PART IN INTEREST DETAILS	
USPPI/FPPI -Name	
USPPI/FPPI DBA If Applicable	
USPPI/FPPI Business Address	
USPPI/FPPI EIN	
EEI Contact Name	
EEI Contact Email Address	
EEI Contact Telephone	

The aforementioned U.S. Principal Party in Interest (USPPI) or Foreign Principal Party in Interest (FPPI), hereby authorize Trailer Bridge, Inc., to act as Authorized Agent for export control and to transmit Electronic Export Information (EEI) to U.S. Census Bureau for any transaction that may be required by law or regulation in connection with the exportation or transportation of any merchandise on behalf of said U.S Principal Party in Interest.

The Authorizing Party certifies that the necessary and proper documentation to accurately complete the EEI will be provided to the said Authorized Agent. The Authorizing Party further understands that civil and criminal penalties may be imposed for making false or fraudulent statements or the violation of any U.S. laws or regulations on exportation and agrees to be bound by all statements of said agent based upon information or documentation provided by the U.S. Exporter/Supplier to said agent.

The Principal Party in Interest shall defend, indemnify, and hold Trailer Bridge, Inc. its directors, officers, employees, agents, and affiliates harmless from and against all claims, demands, causes of action, damages, costs, and expenses, arising out of, incident to, or resulting directly or indirectly from the Principal Party in Interest's provision of incomplete or inaccurate information or statements to Trailer Bridge, Inc.

This Letter of Authorization shall remain in full force and effect until revocation is duly given by the Principal Party in Interest and received by Trailer Bridge, Inc.

Printed Name of Authorized Signer

Title

Authorized Signature

Date



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 (_____)
to drop off/Pick up my vehicle/unit at TBI terminal within the Blount Island Marine Facility under
booking number _____.

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

Hold Harmless and Indemnification Agreement/Acuerdo Idemnizador

HOLD HARMLESS and INDEMNIFICATION AGREEMENT, made this _____ day of
_____, 2020 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 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 Número Completo

License No/Número de Lic

Description of cargo/Descripción de unidad

Booking /Número 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)
(Favor incluir copia licencia/confirmación del bkg/copia del BOL llenado en PR/copia de título o bill of sale)