



INTERNATIONAL SHIPPING INSTRUCTIONS

**SIRHA 2011
EUREXPO LYON
Lyon, France
22-26 January**

TWI has been appointed by *B-FOR International* as the official transportation coordinator of equipment and display materials for U.S. exhibitors participating in SIRHA 2011. On the following pages is specific shipping information pertaining to this exhibition. This includes the shipping deadline dates, consolidation points and documentation requirements for the transportation of your material into France.

TWI can transport your freight to the domestic consolidation point and execute all documentation necessary to comply with U.S. Customs regulations. This includes any licenses that should accompany your material. We will ensure that your invoices are complete and in the proper format and we will schedule and supervise the international movement of your freight including customs clearance through the foreign port and delivery to your stand.

AIR FREIGHT DATES

The following air freight cut-off date has been selected to allow you to have as much time as possible to prepare your exhibition materials prior to shipment. These dates are for PERISHABLE GOODS & GENERAL CARGO.

CONSOLIDATION POINTS

NEW YORK	SEATTLE
PERISHABLE CARGO	
CUTOFF	
13 January	

CONSOLIDATION POINTS

NEW YORK	SEATTLE
GENERAL CARGO	
CUTOFF	
11 January	

ON SITE DELIVERY DATE

21 January

AIR FREIGHT CONSOLIDATION POINT AND LABELING INFORMATION

TWI can pick up your cargo from your facility and arrange delivery to one of our domestic consolidation points listed below. Simply call us to schedule the pick up. If you prefer, you may opt to send your goods directly to the consolidation point, **prepaid**. You will need to notify TWI Las Vegas of your freights impending arrival at the consolidation point. In addition to the arrival date please also include the Carrier's Bill of Lading/ Airway Bill information, the gross weight, total number of pieces sent, and copies of the Pro-forma invoices for the goods sent.

SEATTLE, WA
TWI Group, Inc.
C/O Commodity Forwarders, Inc.
19034 13th Place S. # 3
Seattle, WA 98148
Tel No.: 206/439-6765

NEW YORK
TWI Group, Inc.
C/O Commodity Forwarders, Inc.
220 Lawrence Ave
Lawrence, NY 11559
Tel No.: 516/239-3300

LABELING OF PERISHABLE & NON-PERISHABLE CARGO

The correct labeling of all cargo is of the utmost importance and vital for efficient handling and customs clearance. Labels, or documents, addressed only to **SIRHA 2011** will not be recognized and may not be delivered upon arrival. Labels should include the following information:

<p>PERISHABLE CONTENTS <u>FREEZE IMMEDIATELY</u> (Products to be stored at -18^o to -21^oC) EUREXPO LYON USA Pavilion SIRHA 2011 Exhibitor Name: _____ Hall: __ Booth: _____ Case No. __ of __</p>
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<p>PERISHABLE CONTENTS REFRIGERATE IMMEDIATELY (Products to be stored at 2^o to 7^oC) EUREXPO LYON USA Pavilion SIRHA 2011 Exhibitor Name: _____ Hall: __ Booth: _____ Case No. __ of __</p>
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<p>NO REFRIGERATION NEEDED EUREXPO LYON USA Pavilion SIRHA 2011 Exhibitor Name: _____ Hall: __ Booth: _____ Case No. __ of __</p>
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REMAINING PRODUCTS

All remaining food and beverages after the show will be destroyed.

INVOICE/PACKING LIST

A sample invoice is attached to these instructions for your review and a blank invoice is included for your shipment. The invoice/packing list should be prepared with the following details:

- Invoices and packing lists can be combined on one document if they list quantity, description, and value of each item shipped as well as weight and dimensions of each package in the shipment.
- Your company's Federal Employer Identification Number and any applicable license numbers should also appear on the Pro-forma invoice.
- Make sure to include a complete, precise, simple and non-technical description of all items on the invoice.
- Please include the case size and cubic meter (CBM); the following formula will provide assistance: LxWxH in inches x .0000164 = CBM or LxWxH in centimeter ÷1,000,000 = CBM
- Your shipment should include ten (10) typed copies of each invoice, with each copy bearing an original signature in blue ink.

DOCUMENTATION REQUIREMENTS FOR FOOD PRODUCTS

U.S. foods often require an inspection certificate to guarantee that the product is free from pests and diseases or was prepared in approved facilities before it can be shipped from the United States. All E.U. forms must be in English. In order to exhibit your goods at SIRHA 2011, please note that you will need:

1. Notarized Certificate of Origin

2. Phytosanitary Certificate for Fruits and Vegetables:

To export U.S. fresh fruits and vegetables, as well as unprocessed or raw nuts, to the European Union, the shipment must be accompanied by a United States Department of Agriculture (USDA) Phytosanitary Certificate (Form PPO 577). This certificate can only be issued by an official USDA Animal and Plant Health Inspection Service (APHIS) inspector. A written application must be submitted to the nearest APHIS office to arrange an inspection. The inspection is done to ensure that the product being shipped is free of quarantined/controlled insects, plant diseases and other organisms or pests that the importing country has established tolerances or regulations. Please refer to the website below to obtain more information:

http://www.aphis.usda.gov/import_export/index.shtml

PACKING

From the moment you pack your samples they will be handled many times from your warehouse until they reach your booth or cold storage at the exhibition center. The following are a few tips on packing successfully:

Refrigerated Goods

Pack in insulated containers or heavy cardboard boxes with gel-packs/blue ice packs or dry ice. Always pack tightly as there will be less shifting in the container causing damage to the box.

Put coolant on the top of your samples. **Remember:** cold air sinks so it doesn't serve the purpose in placing them on the bottom. You can fill in the empty space with Styrofoam peanuts or shredded paper. **Note: Recommended that ice must not come in contact with the product.**

Frozen Goods

Pack tightly in insulated containers with gel-packs and dry ice.

Ship overnight and not over a weekend so they can arrive at the consolidation warehouse still frozen.

*******NEVER PACK WITH WET ICE*******

SHIPMENTS WITH NON-MANUFACTURED WOOD PACKING

All shipments containing Non-Manufactured Wood Packing (NMWP) must be either **heat-treated or fumigated**. This is not a paper-based certification system therefore the NMWP and solid wood packing material (SWPM) must bear markings indicating the type of treatment under the ISPM 15 regulations.

Any packing that does not comply with the requirements will be refused, destroyed, or return to its origin, resulting in a considerable delay.

The regulations require that all new and used NMWP be subjected to one of the following measures:

- Heat-treated or kiln dried to a minimum core temperature of 56 C for at least 30 minutes in a closed chamber or kiln which has been tested, evaluated and approved officially for this purpose. In addition, the susceptible wood shall display an officially approved heat-treated or kiln-dried marking enabling the identification of where and who has carried out the above treatment.
- Fumigated with an approved chemical in accordance with an officially recognized technical specification. In addition, the susceptible wood shall display a marking enabling the identification of where and by who the above fumigation has been carried out.

Effective September 16, 2005 U.S. Customs will be actively regulating return of U.S. goods for NMWP.

Details regarding the above mentioned can be found on the following websites:

- www.aphis.usda.gov/ppq/swp/index.html (on this site you can add your name to a list called stake holder which will then notify you with any changes / updates made to the site).
- www.nappo.org/standards/woodpacking-bil1.htm

If you have any questions regarding the NMWP rule, please don't hesitate to contact the TWI Marketing Department.

ATA CARNET

An ATA Carnet is a special document that facilitates customs procedures for the temporary importation of equipment into foreign countries. Please note the following:

- It is advantageous to use an ATA Carnet if you plan to send your goods to multiple countries or if you plan to send highly valued equipment.
- Shipments on ATA Carnets are subject to customs inspection. Your equipment must be packed and marked for easy inspection.
- TWI is able to issue the ATA Carnet on your behalf. Please contact us for more information.

If you choose to utilize the ATA Carnet for your temporary import shipment, please complete the attached letter of authorization form on your company letterhead. One original must be attached to the Carnet.

EXPORT LICENSES - DEPARTMENT OF COMMERCE

By federal law, it is the exhibitor's responsibility to determine whether or not their display materials can be shipped to the exhibition under a General License or whether a validated export license is required. If materials that normally require a validated export license are to remain abroad following the exhibition; i.e. sold or transferred to an agent/distributor, you must apply for and obtain authorization from the U.S. Department of Commerce, Office of Export Licensing. Contact information is: Western Regional, 714/660-0144; or Washington, DC, 202/482-4811.

EXPORT POWER OF ATTORNEY FORM FOR EXECUTION OF DOCUMENTS

Attached to these instructions you will find an Export Power of Attorney Form. This form allows TWI to create or alter documents that relate to your shipment on your company's behalf. In order for TWI to be U.S. Customs compliant it is mandatory that this form be completed and on file in our office. If your company has multiple divisions, one Export Power of Attorney Form can be used for the purposes of all. This form is **not the same as the Customs Power of Attorney form that serves an entirely different purpose. It will be used in the preparation of export documents only.**



INSURANCE

It is the responsibility of each exhibitor to secure insurance coverage for their goods throughout the entire shipping process, starting from the arrival of the goods at the domestic consolidation point, during the exhibition period until return to the ultimate consignee. Please note that freight remains in the custody of the shipper from the time it is delivered by TWI International or its agent to your booth until it is retrieved from the floor by TWI International or its agent. Freight left at your booth at the close of the exhibition may be unattended for a period of several hours or several days. It is the responsibility of the shipper to insure or otherwise provide for the security of unattended freight.

TWI can provide such insurance coverage for non - food materials if specifically requested by the exhibitor in writing. Attached you will find a copy of the insurance request application that needs to be filled out by the exhibitor and faxed to the TWI Las Vegas, Attention: Insurance Department, at 702/691-9045. The insurance request application must be accompanied by the Pro-forma invoice(s). In addition, please mail the original to TWI per the instructions on the application.

NOTE: Due to policy exclusions TWI **CANNOT** insure any foodstuffs/perishable items. Additionally, goods not listed on the Pro-forma invoice/Packing List will not be covered by insurance, including shipping cases (crates, anvil cases, etc.).

TWI STAFF

The following marketing department personnel will be available to assist you with your international shipment:

TWI LAS VEGAS, NV - HEADQUARTERS

4480 South Pecos Road
Las Vegas, NV 89121
Telephone: 702/691-9000
Fax: 702/691-9045

Elias Guerra
Kerrie Calderon
Dan Dimangano

eguerra@twiglobal.com
kcalderon@twiglobal.com
ddimangano@twiglobal.com

TWI wishes you an extremely successful show and will be happy to help you in any way possible. If you have any questions that are not answered here, special arrangements with which you need assistance, or require further information regarding shipping to an international exhibition, please call at your convenience.

ATTENTION

IMPORTANT NOTICE

In support of the ongoing development of our Nation's Cargo Security Programs, cargo screening is now mandatory.

In order to prevent any unnecessary delays in transporting your airfreight shipments, please complete a "consent to search" authorization in the following format:

- **Blanket letter of authorization on your company's letterhead for all shipments going forward of the date the letter is completed.**
- **Mark the appropriate box at the bottom of the TWI provided Commercial Invoice/Packing List for each shipment.**

Please use the following link for a copy of the "consent to search" letter or contact your TWI representative for a copy:

<http://www.twiglobal.com/calendar.event.view.cfm?show=2045&CalenderName=1>

Please send the completed form to Denise Gava via fax (702) 691-9045 or via e-mail to dgava@twiglobal.com at your earliest convenience.



STANDARD TRADING CONDITIONS

LEGAL LIABILITY LIMIT: The liability for loss or damage of material shipped under TWI's direction on behalf of its clients is limited to the legal liability limit of the carriers (international air cargo legal liability: 19 SDR/kilogram (SDR- Special Drawing Rights). - ocean NVOCC: \$500.00 per package or customary shipping unit) and/or service contractors employed on the client's behalf as stated in their tariff or conditions of operation. At the written request of the shipper, and if the appropriate premium is paid or agreed to be paid in writing by the shipper and that fact recorded on the shipping documents, the goods covered will be insured on behalf of the shipper under an open policy for the amount requested by the shipper as set forth in the shipping documents (recovery being limited to that actual loss or damage not exceeding the insured value) against all risks of physical loss or damage from any external cause whatsoever except those arising directly or indirectly from war risks, strikes, riots, hostilities, legal seizure or delay and subject to the terms and conditions of such policy, which is available for inspection by the shipper.

We strongly suggest that all exhibitors request the additional policy of insurance that is available through TWI or that all exhibitors carry an insurance policy from point of departure to final destination. Policies are readily available through your corporate insurance department or agent.

A notice of intent to file claim must be received in writing within ten (10) calendar days of receipt of the material and a formal claim received within thirty (30) days of the receipt of the material. Both the notice of intent to file claim and the formal claim will be accepted only at TWI's Las Vegas office. Transport/handling charges must be paid in full before the respective carrier or its agents will accept a formal claim. Use of TWI's services implies acknowledgement and acceptance of the foregoing.

RESTRICTED ARTICLES: The FAA has very strict regulations governing the packaging and shipping of restricted articles and special arrangements must be made for their movement. It is the shipper's responsibility to label the cartons containing restricted articles correctly and to provide TWI with the proper documents for the international shipment. **IMPORTANT** Plan to have your restricted articles shipment arrive at the consolidation point of your choice one week prior to the dates listed on page one. Pilots have the final say on whether a restricted articles shipment will fly on their aircraft and considerable delays can occur in their movement. Restricted articles include paints, flammable substances, cleaning solvents, oil and gasoline and their by-products, aerosols, explosives, corrosives, matches/lighters, magnetized and radioactive items. Failure to ship these items properly will seriously delay both the movement and inbound clearance of your equipment. **Please give TWI advance notice if you are planning to ship restricted articles.

SHIPMENTS OF FOREIGN-MADE GOODS: In order to avoid the possibility of U.S. Customs assessing duties and/or penalties on returning foreign merchandise, you may wish to have these goods registered prior to their being exported from the United States for the exhibition. The registration process itself is relatively simple; however, since it requires a physical inspection of the goods by U.S. Customs, you must allow additional time for its completion. If you would like to have any of your equipment registered, we ask that you pay particular attention to the following rules and suggestions: List the goods to be registered on a separate commercial invoice. The serial and model numbers must be accessible for the customs inspector to find on the equipment itself. Please ensure that the equipment to be registered arrives at the domestic consolidation point one day prior to the export deadline date shown on page one. The completed registration form will be held at the export point until the subsequent return of your equipment or else it can be returned directly to you if required.

ON-FORWARDING AND INTERIM STORAGE: If you plan to use your equipment at another exhibition in the United States or at another location overseas, please notify us in advance so that the necessary arrangements can be coordinated with the on-site service contractor. TWI can also arrange for bonded storage in many locations throughout the world, enabling you to save substantial time and money by keeping your exhibit material overseas between shows.

IMPORTS BACK TO THE USA: Should you wish to designate a specific broker to handle the import clearance formalities of your return goods, please notify the TWI Las Vegas office at once. We will require the full address, telephone number, and person to contact at your designated brokerage firm. All import documents will be transferred to your broker immediately upon arrival in the United States so that customs clearance can be accomplished expeditiously. If you prefer that TWI coordinate the entire re-import process, please advise us which port your goods will return to and we will forward the appropriate forms and power of attorney details immediately.

SALE OF EXHIBITS: Goods may be sold during the exhibition, but under no circumstances can they be removed from the exhibition site until duty/tax has been paid and permanent customs import procedures have been completed and the exhibition is over.

ON-SITE CHARGES: TWI has made arrangements with the on-site service contractor to be invoiced for all their services to you. Therefore, it will not be necessary for you to carry cash with you to pay the on-site service contractor at Show. The charges will be billed to you on TWI's invoice.

PAYMENT OF CHARGES AND TERMS: Our terms are net 10 days from date of invoice. This is because the charges for which you are being invoiced represent monies already advanced by TWI and/or its agents. TWI reserves the right to deliver any material in its possession on a C.O.D. basis, with an additional assignment of 1-1 ½ percent per month on any past due amounts, inclusive of all charges to the point of delivery.

CONSTRUCTION OF TERMS, JURISDICTION AND VENUE AND ATTORNEY FEES: The foregoing terms and conditions shall be interpreted under the laws of the State of Nevada and applicable U.S. Statutes. It is further agreed that jurisdiction and venue for any suit arising out of this transaction shall be in Clark County Nevada or in the United States District Court for the District of Nevada- Las Vegas. It is further agreed that in the event of any suit to enforce the terms and conditions hereof, then in that instance the prevailing party shall be entitled to reasonable attorney fees and costs as fixed by court.

***Please refer to our complete instructions for all pertinent information.

ON-SITE / RETURN SHIPPING REQUIREMENTS

SHOW NAME: _____

DATES: _____

EXHIBITOR NAME: _____

BOOTH NUMBER: _____

REQUIRED SET UP /DELIVERY: _____

YOUR ON-SITE REPRESENTATIVE INFORMATION

What is the name of your company's representative who will be attending the show?

At what hotel will they be staying? Please include hotel phone # and room # if available.

On-site telephone # and cell phone # of your representative:

RETURN DELIVERY INFORMATION

At the conclusion of the show, to what address should we return your freight?

COMPANY NAME: _____

DELIVERY ADDRESS: _____

ATTENTION: _____

TELEPHONE NUMBER: _____

METHOD OF RETURN TRANSPORT SELECT ONE:

Rush Air _____ *Normal Air* _____ *10-14 Days* *Ocean* _____

If you require a different return method, please specify: _____

CUSTOMS CLEARANCE ON RETURN TO USA TO BE COMPLETED BY / SELECT ONE:

_____ Your Customs Broker / Name & Phone # _____

_____ TWI

PLEASE FAX OR E-MAIL THIS FORM TO YOUR TWI REPRESENTATIVE.



POWER OF ATTORNEY EXPORT FORWARDING AGENT

Know all men by these presents, that _____
NAME OF U.S. PRINCIPAL PARTY IN INTEREST - USPPI

the USPPI organized and doing business under the laws of the state or country of _____
State or Country

and having an office and place of business at _____ hereby authorizes,
COMPLETE ADDRESS OF USPPI

TWI Group, Inc., the Forwarding Agent of 4480 South Pecos Road, Las Vegas, NV 89121
FORWARDING AGENT ADDRESS OF FORWARDING AGENT

to

act for and on its behalf as a true and lawful agent and attorney for the USPPI for and in the name, place and stead of the USPPI, from this date, in the United States either in writing, electronically, or by other authorized means to:

Act as Forwarding Agent for Export Control, Census Reporting, and Customs purposes. Make, endorse, or sign any Shippers Export Declaration or other documents or to perform any act which may be required by law or regulation in connection with the exportation or transportation of any merchandise shipped or consigned by or to the USPPI and to receive or ship any merchandise on behalf of the USPPI.

The USPPI hereby certifies that all statements and information contained in the documentation provided to the Forwarding Agent relating to the exportation are true and correct. Furthermore, the USPPI understands that civil and criminal penalties may be imposed for making false or fraudulent statements or for the violation of any United States laws or regulations on exportation. The USPPI agrees that Forwarding Agent shall not in any way be liable for increased duty, penalty, fine or expense unless caused by the gross negligence or willful misconduct of the Forwarding Agent, in which event its liability to USPPI shall be governed by the provisions of the Forwarding Agent's bill of lading. The USPPI shall be bound by and warrant the accuracy of all invoices, documents and information furnished by USPPI or USPPI's agents to Forwarding Agent and USPPI agrees to indemnify and hold harmless Forwarding Agent against any increased duty, penalty, fine or expense, including attorneys fees, resulting from any inaccuracy or omission or any failure to make timely presentation of necessary documents.

This power of attorney is to remain in full force and effect until revocation in writing is duly given by the USPPI and received by the Forwarding Agent.

In witness whereof, _____ caused these presents to be
FULL NAME OF USPPI / EXPORTING COMPANY

sealed and signed:

Witness: _____

Signature: _____

EIN #: _____

Print Name: _____

Date: _____

Capacity: _____



CARGO INSURANCE APPLICATION

* PLEASE COPY APPLICATION ON YOUR COMPANY LETTERHEAD BEFORE FAXING

To: TWI Insurance Department DATE: _____

We, _____, request comprehensive freight insurance coverage for
(COMPANY NAME)

exhibition goods while en route to, from, and during _____. We have chosen to ship our
goods by _____, from _____.
(AIR / OCEAN / TRUCK) (CONSOLIDATION POINT)

The value of our goods, which is equivalent to the amount listed on our commercial invoice(s) being
sent with our freight is: US\$ _____.

Dollar value listed MUST exceed the minimum deductible of \$250.00

PRINT NAME

SIGNATURE

TITLE

To **DECLINE** insurance please initial this box and fax to your TWI representative.

Please fax completed insurance application, along with copies of the commercial invoice(s), to 702/691-9045.
After faxing, please mail the original application and commercial invoice(s) to:

**TWI GROUP, INC.
4480 South Pecos Road
LAS VEGAS, NV 89121
ATTN: INSURANCE DEPARTMENT**

TERMS & CONDITIONS: (REVISED 06/02/04)

I understand that all claims are subject to a deductible of two percent (2%) per incident with a minimum deductible of US\$250.00 and no maximum. This deductible is based on the full value of the policy, not on the value of the claim.

I also understand that the insurance policy will be written for 110% of the CIF value (Commercial value listed on your invoice + Insurance Premium + Freight cost for shipping goods + 10%).

The rate for insurance coverage is based upon 110% of the CIF value and currently charged at US .9225^c per \$100.00 of CIF value for worldwide transits, and US.5725^c per \$100.00 of CIF value for transits from origins in the U.S.A. and/or Canada to exhibition sites within the U.S.A. and/or Canada.

The minimum premium charge is US \$60.00.

TWI reserves the right to change the rates mentioned above without notice. Rate may change if goods do not travel as indicated below. Contact TWI Insurance Department for further information. *

Red Stripe and A.P.L.C. shipments will be insured on a one-way export basis only.

Please note shipping containers are not covered under this policy unless the containers are listed on the commercial invoice you submit with this application.

Cargo Insurance for transit to exhibition whilst there for a period not to exceeding 30 days and return transit. Special rates may be used for goods that vary from the transit mentioned above.



CERTIFICATE OF ORIGIN

The undersigned _____
OWNER OR AGENT

for _____ declares
NAME AND ADDRESS OF SHIPPER

that the following mentioned goods shipped on _____
NAME OF VESSEL

on the date _____ consigned to _____

are the product of the United States of America.

MARKS AND NUMBERS	NO. OF PKGS. BOXES OR CASES	WEIGHT IN KILOS		DESCRIPTION
		GROSS	NET	

STATE OF: _____
 COUNTY OF: _____

Sworn to before me this ____ day of _____ 20 _____
SIGNATURE OF AGENT OR OWNER

The _____, a recognized notary under the laws of the State of _____ has examined the manufacturer's invoice or shipper's affidavit concerning the origin of the merchandise and, according to the best of its knowledge and belief, finds that the products named originated in the United States of North America.

Notary: _____

Notary Stamp: _____